



Update
Public Works and Safety Committee
Standing Committee Meeting Agenda
Monday, September 19, 2016
5:00 PM

Location:

Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name

Absent

Commissioner Melissa Bynum, Chair

☐

Commissioner Harold Johnson

☐

Commissioner Mike Kane

☐

Commissioner Angela Markley

☐

Commissioner Jane Philbrook

☐

Jeff Bryant, BPU Member

☐

I. Call to Order/Roll Call

II. Revisions to September 19, 2016 Agenda

Blue Sheet

III. Approval of standing committee minutes from July 25, 2016.

IV. Measurable Goals

Item No. 1 - DISCUSSION: REVIEW OF DEPARTMENT GOALS

Synopsis: Presentation and discussion of measurable goals for various departments, submitted by the County Administrator's Office.

The list of measurable goals was presented to the Public Works and Safety Standing Committee on August 22, 2016.

For information only.

Tracking #: 16768

V. Committee Agenda

Item No. 1 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN – ESF 7

Synopsis: Request approval of proposed revisions to Section ESF 7 - Resource Support of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Tracking #: 16783

Item No. 2 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN - ESF 8

Synopsis: Request approval of proposed revisions to Section ESF 8 - Public Health and Medical Services of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Tracking #: 16783

Item No. 3 - UPDATE: HUMAN RESOURCES GUIDE

Synopsis: Update to the Human Resources Guide, Policy 7.1 - Rules and Discipline, to include new discipline rules related to concealed carry by employees, submitted by Jenny Myers, Senior Attorney.

Information forthcoming.

Tracking #: 16784

Item No. 4 - DISCUSSION/CONSIDERATION: AMENDMENTS TO BLOCK PARTY PERMIT POLICY

Synopsis: Request approval of amendments to the UG's block party permit policy to address recent public safety and logistical concerns, submitted by Susan Alig, Attorney, Legal Department.

This item was presented and discussed at the August 22, 2016 Public Works and Safety Standing Committee meeting and continued to the September meeting.

Tracking #: 16745

VI. Public Agenda

VII. Adjourn

**AGENDA UPDATE
PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MEETING
MONDAY, SEPTEMBER 19, 2016**

V. COMMITTEE AGENDA

ADDITIONAL INFORMATION

ITEM NO. 3 – 16784...UPDATE: HUMAN RESOURCES GUIDE

Synopsis: Submission of the amendments to Policy 7.1 – Rules and Discipline, to include new discipline rules related to concealed carry by employees, submitted by Jenny Myers, Senior Attorney.

ITEM NO. 4 – 16745...DISCUSSION/CONSIDERATION: AMENDMENTS TO BLOCK PARTY PERMIT POLICY

Synopsis: Submission of a resolution and updated amendments to the Block Party Permit Policy, submitted by Misty Brown, Senior Attorney.

NEW ITEM

ITEM NO. 5 – 16793...PRESENTATION: 2016 MOWING

Synopsis: Discussion regarding additional mowing in 2016, submitted by Jeremy Rogers, Parks & Recreation Director.

For information only.



Unified Government Human Resources Guide

Effective XX-XX-2016

RULES AND DISCIPLINE

- I. General: All employees are expected to comply with the Unified Government's standard of behavior and performance and any noncompliance with these standards will result in corrective action
- II. Policy
 - A. Under normal circumstances, the Unified Government endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. THIS POLICY DOES NOT MODIFY THE STATUS OF EMPLOYEES AS EMPLOYEES-AT-WILL OR IN ANY WAY RESTRICT THE UNIFIED GOVERNMENT'S RIGHT TO BYPASS THE DISCIPLINARY PROCEDURES SUGGESTED.
 - B. Exempt employee discipline: Except for infractions of safety rules of major significance, exempt employees will not be subject to disciplinary suspension without pay of less than one week.
 - C. Progressive Discipline Application
 1. If an employee is not meeting Unified Government standards of behavior or performance, the employee's supervisor should take the following action:
 - a. Meet with the employee to discuss the matter;
 - b. Inform the employee of the nature of the problem and the action necessary to correct it;
 - c. Warn the employee that a second incident will result in more severe disciplinary action; and
 - d. Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place.
 2. If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:
 - a. Issue a written reprimand to the employee;
 - b. Warn the employee that a third incident will result in more severe disciplinary action; and
 - c. Prepare and forward to Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This report will be included in the employee's personnel file and will be considered toward progressive discipline for a period of 12 months.



Unified Government Human Resources Guide

Effective XX-XX-2016

3. If there are additional occurrences, the supervisor should take one of the following actions, depending on the severity of the conduct:
 - a. Issue a written reprimand;
 - b. Suspend the employee for up to five working days; or
 - c. Suspend the employee indefinitely and recommend termination.
 - d. The supervisor also should prepare and forward to Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This report will be included in the employee's personnel file and will be considered toward progressive discipline for a period of 18 months.
4. In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained in Section C. 1, 2 & 3 above may be disregarded and the following action taken:
 - a. The supervisor, after consultation with the department head and Human Resources, will suspend the employee immediately.
 - b. An investigation of the incidents leading up to the suspension will be conducted and a written report completed summarizing the incident and recommended discipline. This report is to be forwarded to Human Resources. This report will be included in the employee's personnel file.
 - c. Human Resources will review all recommendations for termination before any final action is taken.
 - d. Depending on the length of suspension, the employee may not receive or accrue any employee benefits during the suspension.
 - e. If termination is recommended, the employee must first be suspended pending the final termination decision. The department head must contact the Director of Human Resources or his or her designee and provide the necessary documentation to support the decision to terminate. Human Resources will then consult with Legal. The recommendation for termination must be approved by the County Administrator.
 - f. The department head is responsible for submitting documentation of disciplinary actions to Human Resources to be kept in the centralized file system maintained by Human Resources.
 - g. The department head is responsible for completing and submitting a Personnel Action Notice (PAN) with supporting documentation when an employee is suspended or terminated.



Unified Government Human Resources Guide

Effective XX-XX-2016

5. Employees who believe they have been disciplined too severely or unfairly may choose to use the Grievance Procedure.

D. Rules and discipline guidelines

These rules are not considered or intended to include all situations where disciplinary action may be required. Good judgment and common sense need to be applied. A more severe penalty than indicated may be imposed if warranted by the circumstances.

E. Penalties:

Verbal Warning	A
Written Warning	B
Suspension	C
Termination	D

A combination of two or more violations may result in greater discipline, up to and including termination.

#	Rule Violation	Discipline			
		1st	2nd	3rd	4th
1	Falsifying employment application or other applicant documentation	D			
2	Falsifying UG records	Penalty to be determined by circumstances			
3	Dishonesty	Penalty to be determined by circumstances			
4	Unauthorized disclosure of UG records	Penalty to be determined by circumstances			
5	Theft of UG property or the property of another	D			
6	Conviction of a felony while employed with the UG	D			
7	Conviction of a misdemeanor while employed with the UG	Penalty to be determined by circumstances			
8	Failure of a supervisor to discipline an employee for violating a UG policy or procedure	Penalty to be determined by circumstances			
9	Threatening or committing assault or battery on a UG employee or member of the public in the workplace, on UG property, or in connection with the conduct of UG business	Penalty to be determined by circumstances			



Unified Government Human Resources Guide

Effective XX-XX-2016

#	Rule Violation (Cont'd)	Discipline			
		1st	2nd	3rd	4th
10	Fighting or attempting to provoke a fight with a UG employee or member of the public in the workplace, on UG property, or in connection with the conduct of UG business	Penalty to be determined by circumstances			
11	Intentionally intimidating or attempting to intimidate another person	Penalty to be determined by circumstances			
12	Possessing a weapon in a UG building	Penalty to be determined by circumstances			
13	Failing to keep the employee's handgun concealed or in his or her possession at all times	B	C	D	
14	Any physical or verbal reference that an employee is in possession of a weapon or any display of a weapon	C	D		
15	Openly carrying a firearm while conducting UG business	C	D		
16	Unlawful discharge of a handgun	D			
17	Possessing a weapon that the employee is not legally qualified to carry	D			
18	Failing to notify supervisor of another employee's violation of Violence-Free Workplace policy	Penalty to be determined by circumstances			
19	Failing to report an absence to appropriate personnel or to follow departmental attendance policy	A	B	C	D
20	Reported, but unexcused absence	A	B	C	D
21	Excessive absenteeism and tardiness as defined by department policy	A	B	C	D
22	Leaving assigned job or work area without permission	A	B	C	D
23	Taking more than the specified time for lunch or break periods	A	B	C	D
24	Failing to work harmoniously with other employees	A	B	C	D
25	Sleeping during work hours	Penalty to be determined by circumstances			
26	Deliberately reducing work effort or production	Penalty to be determined by circumstances			
27	Engaging in horseplay or disruptive behavior	Penalty to be determined by circumstances			



Unified Government Human Resources Guide

Effective XX-XX-2016

#	Rule Violation (Cont'd)	Discipline			
		1st	2 nd	3 rd	4th
28	Engaging in inappropriate behavior in the workplace	A	B	C	D
29	Gambling while on UG premises or during working hours	Penalty to be determined by circumstances			
30	Enabling or allowing unauthorized personnel to access restricted areas on UG premises, including use of pass card, access card, or keys	Penalty to be determined by circumstances			
31	Failing to have UG identification card on person during working hours	A	B	C	D
32	Inefficiency or negligence in the performance of duties	A	B	C	D
33	Failing to comply with applicable dress or uniform requirements	A	B	C	D
34	Violating residency requirement	D			
35	Failing to notify Human Resources of current home address and telephone number	A	B	C	D
36	Using indecent, insulting, abusive, or profane language on duty	A	B	C	D
37	Discriminating against another employee or member of the public based upon race, color, national origin or ancestry, religion or creed, sex, pregnancy, sexual orientation, gender identity, age, or disability	Penalty to be determined by circumstances			
38	Creating a hostile, intimidating, or fearful work environment	Penalty to be determined by circumstances			
39	Bringing discredit to the UG or a department	Penalty to be determined by circumstances			
40	Violating the Code of Ethics	Penalty to be determined by circumstances			
41	Violating a safety rule	Penalty to be determined by circumstances			
42	Unauthorized use of or tampering with vehicles	Penalty to be determined by circumstances			
43	Failing to maintain proof of liability insurance equal to or above Kansas limits, if required by job position	A	B	C	D
44	Failing to report changes in drivers' license status or to maintain Kansas drivers' license, if required by job position	Penalty to be determined by circumstances			



Unified Government Human Resources Guide

Effective XX-XX-2016

#	Rule Violation (Cont'd)	Discipline			
		1st	2 nd	3 rd	4th
45	Being gainfully employed with another employer or self-employed while on sick leave, injury leave, or FMLA leave for own serious injury	Penalty to be determined by circumstances			
46	Misuse of UG credit card	Penalty to be determined by circumstances			
47	Smoking in unauthorized areas or in UG vehicles	A	B	C	D
48	Insubordination	Penalty to be determined by circumstances			
49	Failure to cooperate with an investigation	B	C	D	
50	Violation of Responsible Use of Information and Technology policy	Penalty to be determined by circumstances			
51	Violation of Social Media policy	Penalty to be determined by circumstances			
52	Violation of Substance Abuse policy	See Substance Abuse policy			
53	Any other violation of a UG policy	Penalty to be determined by circumstances			

RELATED POLICIES: 7.2 Grievance Procedure
 RELATED FORM(S): Disciplinary Action Report
 Personnel Action Notice

RESOLUTION NO. _____

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:**

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas has reviewed the Unified Government's Block Party Permit Practices; and

WHEREAS, the Unified Government wishes to adopt a Block Party Permit Policy that fosters a sense of community and protects public health, welfare and safety.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

That the County Administrator of Wyandotte County, Kansas is hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to adopt the attached Block Party Permit Policy

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

THIS _____ DAY OF _____, 2016.

UNIFIED GOVERNMENT CLERK

Unified Government of Wyandotte County/ Kansas City, Kansas

Block Party Policy

1. Purpose
 - a. Residents may request a block party permit to temporarily close one residential block to through traffic for one day for the purpose of hosting an event.
 - b. The purpose of the Unified Government's block party permit policy is to foster community engagement and connections among residents for a safer and happier community.
2. Issuance of Permit; information required
 - a. The Public Works Department may issue a permit for the temporary blocking of a street for the purpose of hosting an event. Permit applicants should submit their applications at least 20 days before the date of the event. The application form is available online and through the Unified Government Public Works Department. The following information is required:
 - i. The name and address of the applicant
 - ii. The name of the street and a description of the portion to be blocked
 - iii. A description of the event to be held
 - iv. The date and the hours of the party
 - v. Whether the applicant has previously hosted or applied for a block party permit and the approximate dates of any previous permit applications
 - vi. A **Block Party Petition Form** with signatures of 75% of the residents and/or businesses on the street indicating their approval of the block party permit. 100% of the residents and/or businesses must be informed of the block party permit application before the application is turned in to Public Works.
 - vii. A signed **Block Party Application and Agreement Form**.
3. Term of permit
 - a. A block party permit is only valid for the date and hours specified.
 - b. All block parties must start after 9:00 am and end before 10:00 pm. The road must be reopened to through traffic by 10:00 pm.
4. Removal of litter and debris
 - a. The permit applicant is responsible for removal of any litter, debris and other materials from the street that is attributable to the party.
 - b. If the permit applicant does not remove litter and debris, the Unified Government will remove it and the cost of the removal will be charged to the permit applicant.
5. Access for emergency vehicles required
 - a. Any barricades or obstacles placed in the street for the block party must be easily moved to allow emergency and hazard vehicles to enter it in response to an emergency.
6. Access to residences and businesses on the closed portion of the street
 - a. Access must be granted to businesses and residences on the closed portion of the street as needed.
 - b. The permit applicant is responsible for assisting as needed with moving and replacing barricades to allow people to get to businesses and residences on the closed portion of the street.
7. Deposit and Fees

Applicants must pay \$150.00 at the time of the permit application. The UG will keep \$30.00 of that amount as a fee for processing the application. The UG will also keep \$50.00 of that amount as a fee for delivering and picking up the barricades from the block party site. The remaining \$70.00 is a security deposit for the barricades.

The security deposit will be returned based on the discretion of the Public Works Department.
The criteria for returning the deposit are:

The barricades are in the same condition they were in when they were delivered to the site.

The applicant has removed all decorations, trash, and debris attributable to the block party event.

8. Barricades

- a. ~~All applicants must provide a \$120.00 security deposit and a \$30.00 block party fee in order to obtain barricades for the block party.~~
 - a. ~~The remainder of the deposit will be returned upon satisfactory return of the barricades in good condition and verification that the applicant has removed all decorations, trash and debris attributable to the block party event.~~
- a. ~~A permit applicant may obtain barricades to block off the street in one of two ways:~~
 - a. ~~The applicant can pick up and return the barricades him or herself from UG Public Works Street Maintenance and Fleet Center, located at **5033 State Avenue, Kansas City, KS 66102.**~~
 - a. ~~Barricades may be picked up the Friday before the date of the event and returned the Monday following the event.~~
 - a. ~~To schedule barricade pick up, call (913) 573-5400.~~
 - a. ~~Applicant should bring the Block Party Permit with him or her to pick up the barricades.~~
 - a. The Public Works Department ~~can will~~ deliver and pick up barricades for the applicant. ~~This service costs \$50.00 and will be deducted out of the barricade security deposit.~~ To arrange the delivery of the barricades, call (913) 573-5400.
 - b. All barricades used for block parties must conform to the most current requirements of the federal Manual on Uniform Traffic Control Devices for Type III barricades.

9. Prohibited activities

- a. No alcoholic beverages will be consumed in the public view.
- b. No fireworks will be used in the street.
- c. Block party applicants and participants will comply with all applicable ordinances and state laws, including noise limitations.

10. Denial of Permit

- a. The Public Works Department reserves the right to deny block party permits at its discretion for, but not limited to, the following reasons:
 - i. The applicant is not a resident of the block to be closed
 - ii. The proposed block party is on an arterial street (see Appendix A: Arterial Streets on Which Block Parties Are Prohibited)
 - iii. The proposed block party will unduly interfere with the flow of traffic due to the closure of other nearby streets or other reasons
 - iv. Previous law enforcement contact.
 1. Applicants who have had contact with law enforcement due to violence during previous block parties will be denied.
 2. Applicants who have had contact with law enforcement due to non-violent violations during previous block parties may be denied at the discretion of the Public Works Department.
 - v. An applicant has failed to comply with block party policies in previous block parties

1. Applicants who have failed to remove decorations, trash, and debris attributable to previous block parties will not be granted a new block party permit.

- vi. When a block has had more than three block parties in a calendar year, the Right of Way Manager may deny further permits in the same year in its discretion.
- vii. The block party is not in the best interests of the community's health or safety.
- b. Applicants whose permits are denied will be informed of the reason in writing within 10 business days of receipt of the application.
- c. The Police Department may revoke a Block Party Permit during an event if it determines that revocation is necessary for public safety or public peace and order.

11. Liability

- a. The permit applicant shall be liable for all losses, damages, or injuries sustained by any person, whether a participant or spectator at the block party or recreational event, whether or not said losses, damages, or injuries arise by reason of the negligence of the person, persons, or organization to whom such permit shall have been issued. The applicant shall agree to save and hold the Unified Government harmless of and from any and all obligations and liabilities which may arise from the temporary street closing which represents the subject matter of the application.

Block Party Application and Agreement

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Event Description: _____

Date of Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example "Ann Avenue from 6th Street to 7th Street):

____ Yes, I am a resident of this block _____ No, I am not a resident of this block

Approximate dates of previous block party permit applications in the last 5 years:

Has law enforcement responded to any block parties that you have previously hosted?

____ No _____ Yes If yes, please explain: _____

CERTIFICATION

I have read the Unified Government Block Party policy and I understand it. I agree to follow the requirements and conditions contained in the policy. The information that I have submitted in this application is true and accurate. I understand that if I do not follow the requirements and conditions of the Block Party Policy or if any of the information I have provided is false that my Block Party Permit will be VOID.

Signature of Applicant

Date

HOLD HARMLESS AGREEMENT

I have requested permission to hold a Block Party on the above dates in the above location. I agree to hold the UG harmless, indemnify and exculpate the UG from any and all claims, costs, liabilities, damages, expenses, suits and judgments of any nature whatsoever arising out of or in connection with the Block Party described above. I agree to comply with all applicable law. I understand that the UG retains the right to revoke the Block Party permit immediately and at any time if any member of the Police Department or other properly constituted authority determines such revocation to be in the best interest of the public safety or public peace and order, or if I or a participant or onlooker of the block party fails to comply with applicable policy and law.

Signature of Applicant

Date

Block Party Petition Form

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Event Description: _____

Date of Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example “Ann Avenue from 6th Street to 7th Street):

[illegible]

Unified Government of Wyandotte County/ Kansas City, Kansas

Block Party Policy

1. Purpose
 - a. Residents may request a block party permit to temporarily close one residential block to through traffic for one day for the purpose of hosting an event.
 - b. The purpose of the Unified Government's block party permit policy is to foster community engagement and connections among residents for a safer and happier community.
2. Issuance of Permit; information required
 - a. The Public Works Department may issue a permit for the temporary blocking of a street for the purpose of hosting an event. Permit applicants should submit their applications at least 20 days before the date of the event. The application form is available online and through the Unified Government Public Works Department. The following information is required:
 - i. The name and address of the applicant
 - ii. The name of the street and a description of the portion to be blocked
 - iii. A description of the event to be held
 - iv. The date and the hours of the party
 - v. Whether the applicant has previously hosted or applied for a block party permit and the approximate dates of any previous permit applications
 - vi. A **Block Party Petition Form** with signatures of 75% of the residents and/or businesses on the street indicating their approval of the block party permit. 100% of the residents and/or businesses must be informed of the block party permit application before the application is turned in to Public Works.
 - vii. A signed **Block Party Application and Agreement Form**.
3. Term of permit
 - a. A block party permit is only valid for the date and hours specified.
 - b. All block parties must start after 9:00 am and end before 10:00 pm. The road must be reopened to through traffic by 10:00 pm.
4. Removal of litter and debris
 - a. The permit applicant is responsible for removal of any litter, debris and other materials from the street that is attributable to the party.
 - b. If the permit applicant does not remove litter and debris, the Unified Government will remove it and the cost of the removal will be charged to the permit applicant.
5. Access for emergency vehicles required
 - a. Any barricades or obstacles placed in the street for the block party must be easily moved to allow emergency and hazard vehicles to enter it in response to an emergency.
6. Access to residences and businesses on the closed portion of the street
 - a. Access must be granted to businesses and residences on the closed portion of the street as needed.
 - b. The permit applicant is responsible for assisting as needed with moving and replacing barricades to allow people to get to businesses and residences on the closed portion of the street.
7. Deposit and Fees

Applicants must pay \$150.00 at the time of the permit application. The UG will keep \$30.00 of that amount as a fee for processing the application. The UG will also keep \$50.00 of that amount as a fee for delivering and picking up the barricades from the block party site. The remaining \$70.00 is a security deposit for the barricades.

The security deposit will be returned based on the discretion of the Public Works Department. The criteria for returning the deposit are:

The barricades are in the same condition they were in when they were delivered to the site.

The applicant has removed all decorations, trash, and debris attributable to the block party event.

8. Barricades

- a. The Public Works Department will deliver and pick up barricades for the applicant. To arrange the delivery of the barricades, call (913) 573-5400.
- b. All barricades used for block parties must conform to the most current requirements of the federal Manual on Uniform Traffic Control Devices for Type III barricades.

9. Prohibited activities

- a. No alcoholic beverages will be consumed in the public view.
- b. No fireworks will be used in the street.
- c. Block party applicants and participants will comply with all applicable ordinances and state laws, including noise limitations.

10. Denial of Permit

- a. The Public Works Department reserves the right to deny block party permits at its discretion for, but not limited to, the following reasons:
 - i. The applicant is not a resident of the block to be closed
 - ii. The proposed block party is on an arterial street (see Appendix A: Arterial Streets on Which Block Parties Are Prohibited)
 - iii. The proposed block party will unduly interfere with the flow of traffic due to the closure of other nearby streets or other reasons
 - iv. Previous law enforcement contact.
 1. Applicants who have had contact with law enforcement due to violence during previous block parties will be denied.
 2. Applicants who have had contact with law enforcement due to non-violent violations during previous block parties may be denied at the discretion of the Public Works Department.
 - v. An applicant has failed to comply with block party policies in previous block parties
 1. Applicants who have failed to remove decorations, trash, and debris attributable to previous block parties will not be granted a new block party permit.
 - vi. When a block has had more than three block parties in a calendar year, the Right of Way Manager may deny further permits in the same year in its discretion.
 - vii. The block party is not in the best interests of the community's health or safety.
- b. Applicants whose permits are denied will be informed of the reason in writing within 10 business days of receipt of the application.
- c. The Police Department may revoke a Block Party Permit during an event if it determines that revocation is necessary for public safety or public peace and order.

11. Liability

- a. The permit applicant shall be liable for all losses, damages, or injuries sustained by any person, whether a participant or spectator at the block party or recreational event, whether or not said losses, damages, or injuries arise by reason of the negligence of the person, persons, or organization to whom such permit shall have been issued. The applicant shall agree to save and hold the Unified Government harmless of and from any and all obligations and liabilities

which may arise from the temporary street closing which represents the subject matter of the application.

DRAFT

Block Party Application and Agreement

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Event Description: _____

Date of Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example "Ann Avenue from 6th Street to 7th Street):

_____ Yes, I am a resident of this block _____ No, I am not a resident of this block

Approximate dates of previous block party permit applications in the last 5 years:

Has law enforcement responded to any block parties that you have previously hosted?

_____ No _____ Yes If yes, please explain: _____

CERTIFICATION

I have read the Unified Government Block Party policy and I understand it. I agree to follow the requirements and conditions contained in the policy. The information that I have submitted in this application is true and accurate. I understand that if I do not follow the requirements and conditions of the Block Party Policy or if any of the information I have provided is false that my Block Party Permit will be VOID.

Signature of Applicant

Date

HOLD HARMLESS AGREEMENT

I have requested permission to hold a Block Party on the above dates in the above location. I agree to hold the UG harmless, indemnify and exculpate the UG from any and all claims, costs, liabilities, damages, expenses, suits and judgments of any nature whatsoever arising out of or in connection with the Block Party described above. I agree to comply with all applicable law. I understand that the UG retains the right to revoke the Block Party permit immediately and at any time if any member of the Police Department or other properly constituted authority determines such revocation to be in the best interest of the public safety or public peace and order, or if I or a participant or onlooker of the block party fails to comply with applicable policy and law.

Signature of Applicant

Date

Block Party Petition Form

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Event Description: _____

Date of Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example "Ann Avenue from 6th Street to 7th Street):

[illegible]



Staff Request for Commission Action

Tracking No. 16793

Full Commission Meeting Date: NA

Committee: Public Works & Safety

Date of Standing Committee Action: 9/19/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 09/19/2016	<u>Contact Name:</u> Jeremy Rogers	<u>Contact Phone:</u> x8304	<u>Contact Email:</u> jrogers@wycokck.org	<u>Department/Division:</u> Parks & Recreation
<u>Item Description:</u> Discussion regarding additional mowing in 2016.				
<u>Action Requested:</u> For discussion only				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u>				

**PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MINUTES
Monday, July 25, 2016**

The meeting of the Public Works and Safety Standing Committee was held on Monday, July 25, 2016, at 5:40 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Bynum, Chairman; Commissioners Johnson, Kane, Markley, Philbrook. Jeff Bryant, BPU Board Member, was absent. The following officials were also in attendance: Gordon Criswell, Assistant County Administrator; Melissa Mundt, Assistant County Administrator; Joe Connor, Assistant County Administrator; Jenny Myers, Senior Attorney; Ken Moore, Chief Counsel; Kathy VonAchen, Chief Financial Officer; Renee Ramirez, Director of Human Resources; Angie Masloski, Public Safety Business Office; and Chris Blake, Sergeant-At-Arms.

Chairman Bynum called the meeting to order. Roll call was taken and all members were present as shown above.

Approval of standing committee minutes for April 25 and May 23, 2016. **On motion of Commissioner Markley, seconded by Commissioner Johnson, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 16655...GRANT: FY16 JAG GRANT

Synopsis: The Police and Sheriff's Departments have been awarded \$102,314 from the federal formula FY16 JAG grant. The Police Department is requesting \$60,000 for staff training. The Sheriff's Department is requesting \$42,314 to purchase a truck, ballistic vests, and an in car camera. The grant will begin October 1, 2016, and end September 30, 2019. There is no match required for this grant, submitted by Angie Masloski, Public Safety Business Office.

Angie Masloski, Public Safety Business Office, said this each year the Kansas City, Kansas Police Department/Sheriff's Department is awarded a formula grant for the Edward Byrne JAG Fund. This year we were awarded \$102,314. Of that, the Police Department has requested

\$60,000 to use for miscellaneous training throughout the next three years. The Sheriff's Department asked for the remaining \$42,314 to purchase equipment for their department.

Action: Commissioner Kane made a motion, seconded by Commissioner Johnson, to approve. Roll call was taken and there were five "Ayes," Philbrook, Markley, Kane, Johnson, Bynum.

Item No. 2 – 16692...CONCEAL CARRY BY UG EMPLOYEES

Synopsis: Discussion about the recently amended Human Resources Violence Free Workplace policy related to the conceal carry of firearms by employees, submitted by Jenny Myers, Legal.

Jenny Myers, Senior Attorney, said Renee and I were here about a month ago and made the suggested changes to the Violence in the Workplace Policy. That was basically because of state law and that went into effect July 1. At the June 30 hearing, you asked to come back for further discussion as to discipline and what action would be taken for violations of that.

What we brought today is a suggested change to a different policy and that would be the 7.1 Rules in Discipline. There's a separate entire policy for discipline. Our suggest change not for today, but we would like to come back to you once we've worked this out and make changes to that policy which includes violations of the violence in the workplace.

Renee Ramirez, Director Human Resources, said what we plan to do is we've identified some policy violations and we're planning to establish a policy review committee to go over and figure out for the violation what is going to be the proposed discipline that we're going to impose on an employee. We're going to be adding that to the rules and discipline. Possible members of this committee would be, of course, representatives from Human Resources, County Administration, Legal, Building Security. So we're trying to identify some key stakeholders on who would participate in this committee and we would come together to figure out the discipline that is going to be imposed for these particular violations that are listed in the Violence Free Workplace Policy.

Commissioner Markley said I was sort of the one that brought this up. We were eager to get the policy in place before July 1. After we passed it, I sort of started thinking about it and I thought, you know, this is the type of policy that some of our employees could be very concerned about. It could make them feel not very safe even if we're using the policy the way we should be just because some people don't like guns in the workplace or don't want to be around guns. I thought how can we make sure that our employees know that if somebody does something egregious, they're going to be disciplined accordingly. In some ways, I don't really think our employees are going to go around pulling their guns out, but in some ways, this is just to send a message that if you pull your gun out in the workplace, you're going to be terminated. We're sending that strong message of we want you to know how we feel about this and how we feel about keeping our employees safe.

I'm fine with your committee idea. I think that's great. I want us to get to a point where we know what are those less egregious errors like we talked about the printing, I think is an example. If your shirt is a little too thin and you can see the gun, obviously that's one thing. If you pull the gun out and you're showing it to people or threatening someone with it, clearly that's another. I'm happy with making that delineation. I'm happy with letting the committee do that. I wanted it to come back to this committee because I just want to make sure we're sending the right message to our employees that want to carry guns and to our employees who don't want to be around guns about how we're going to handle this more egregious violation.

Commissioner Johnson said I'd also like to see some comparative data as to what other municipalities are doing of like size and maybe urban communities. Not to say that I would like to copy anyone, but I just wanted to see from a comparative perspective what other municipalities are doing relative to the new laws that are taking place right now.

Chairman Bynum said this is not an action item. We just wanted to hear from the two of you basically about how you were going to move forward about possibly dealing with the policy issues.

Commissioner Markley asked will that committee's recommendation then come back here again. **Ms. Ramirez** said yes. **Ms. Myers** said it will be a change to 7.1 so we'll do just like we did with the other one and come back and tell you of all the changes. **Chairman Bynum** said do

you have any notion on a timeframe on how long that might take. **Ms. Ramirez** said I'm hoping that we can come back sometime next month with a draft.

Public Agenda:

Item No. 1 – 16694...APPEARANCE: CHARLES R. THOMAS

Synopsis: Appearance of Charles R. Thomas requesting to discuss monthly fees for storm water management.

Charles Thomas, 8448 Cernech, said \$4.50, 200 tons of gravel, quite a lot in my backyard and it's still leaving. That stormwater management to me, you did it. You drove so hard to push utilities out to the golden ghetto, you came through my neighborhood like a storm and left a mess. Here's the kicker, I'm a quarter mile from the lake so that's where all the soot goes and it came off your project. The lake has been there 75 years. I'd like to see it there 75 more years. Nothing you're building out there, sorry Commissioner, your golden ghetto, is going to be there in 75 years. Those companies are going to be gone. I'd like to see the lake still be there.

Chairman Bynum said thank you. I wanted to let you know that later on in the fall, were going to discuss further, among the full Commission, all the fees that are charged, including stormwater fees. We would appreciate it if you might want to come back and join us at that time and hear those discussions and any further input that you might have. **Mr. Thomas** said well, for me, it's kind of like insult on injury. **Chairman Bynum** said I understand. I appreciate that you've taken the time to come and speak with us. **Mr. Thomas** said at least come out and do some maintenance. **Chairman Bynum** said absolutely.

Chairman Bynum adjourned the meeting at 5:50 p.m.

Adjourn

tk

July 25, 2016



Staff Request for Commission Action

Tracking No. 16768

Full Commission Meeting Date: NA

Committee: Public Works & Safety

Date of Standing Committee Action: 9/19/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 09/08/2016	<u>Contact Name:</u> Melissa Mundt	<u>Contact Phone:</u> x5017	<u>Contact Email:</u> mmundt@wycokck.org	<u>Department/Division:</u> Administrator's Office
----------------------------	---------------------------------------	--------------------------------	---	---

Item Description:

Presentation and discussion of goals for the Public Works and Safety Standing Committee.

List of measurable goals:

Community Corrections	Public Works
Emergency Management	Public Works and Parks & Recreation
Fire	Sheriff
Parks & Recreation	Transit
Police	Wastewater

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Comm Corr, Emerg Mgmt, Fire, Parks & Rec, Police, Public Works, Public Works & Parks/Rec, Sheriff, Transit, Wastewater

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Community Corrections

In 2015 the department will pilot a program which tests the impact of a structured community based curriculum in reducing the need for secure juvenile detention. (To determine success of the new program, tracking of the number of individuals supervised and percent of youth screened will be collected by Community Corrections. Additionally, the department will set a pre-trial goal for the program.)

AGENCY ADULT GOAL: To increase supervision success rate of adult non-revoked offenders by 3% from 68.6% in FY2014 to 71.6%. Reducing offenders revoked means fewer local jail days and more successful out-comes for the offender, their family and the community in general.

x

x

STRATEGY: To work toward developing and sustaining staff skills through coaching and mentoring in the application of evidence based principles.

MEASURABLE TASKS:

1) Conduct an evidence-based staff skills assessment no later than Dec. 1, 2015 and provide a summary update within 60 days.

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

1) Provide a minimum of 20 hours case management in-service training in at least (3) of the following areas:

- a. Stages of change
- b. LSI-R
- c. Motivational interviewing
- d. Dosage principle
- e. Skills training with directed practice
- f. Targeting interventions
- g. Responsivity

1) Maintain a minimum of 28 active cases in our Adult Drug Court Program.

CURRENT STATUS ON GOAL: The success rate of non-revoked offenders as of July 1, 2015 was 69.7%. The State of Kansas average for this metric is 70.8% with comparable counties outcomes being Sedgwick 53.6%, Johnson 69.6% and Saline 63.7%.

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

AGENCY JUVENILE GOAL: To have an 85% successful program completion rate for the Multi Systemic Treatment (MST) program that that our agency is doing in conjunction with the Kansas Department of Corrections (KDOC), Wyandotte Mental Health (PACES), District Court and USD 500. Reducing youths placed out of their homes means fewer local detention days and more successful out-comes for the youth, their family and the community in general.

STRATEGY: Utilize Evidence Based Practices (EBP) to ensure that the MST program targets the appropriate population of youths, has sufficient structure to ensure program fidelity and that regular quality assurance occurs throughout the continuum of services provided.

MEASURABLE TASKS:

1) Develop and utilize a Structured Decision Matrix (SDM) to ensure placement of appropriate youth into the program. Accomplished in January 2014 and currently utilized for staffing cases and dispositional determination by all the partners.

x

x

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

1) Participate in quality assurance evaluation activities as designated by the agencies. Activities include but are not limited to group meetings, site visitations, audio-taped reviews of direct sessions, and peer review of policies and procedures.

CURRENT STATUS ON GOAL: Results from the use of Multi-Systemic Therapy (MST) have been significant. Overall, secure and non-secure placements have declined by 26% as of July 1, 2015 from 2013 (from 239 to 177). These figures include a 29% reduction in the use of secure confinement (from 45 to 32) in a juvenile correctional facility. Outcomes were 86% successful completions rate with 73% living at home, 73% in school/working, and 82% no new arrests during supervision. 100% of these youths would have been placed out of the home in a secure setting if this program were not in place.

Standing Committee	Neighborhood Comm. Dev.	Administration Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service	Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Emergency Management

The goal of Emergency Management is to mitigate, prepare for, respond to and /or recover from all possible events that create a state of emergency for the residents of Wyandotte County.

Increase the number of public educational presentations from 5 to 10 in 2015 and from 10 to 20 in 2016.

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human Services	Eco. Dev.	Pub. Works Pub. Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Fire

In 2015 it is the goal of the Kansas City, Kansas Fire Department to contact every Wyandotte County High School in a proactive recruiting effort directed toward local teens, thereby creating a positive interest in the fire service.

In 2015, it is the goal of the Kansas City, Kansas Fire Department to distribute 1800 smoke detectors in an aggressive community fire prevention effort.

In 2015, it is the goal of the Kansas City, Kansas Fire Department to provide for fitness testing and preventative medical evaluation testing for all sworn Firefighter personnel.

In 2015, it is the goal of the Kansas City, Kansas Fire Department to update and provide for increased safety measures by training all of our Firefighters within a newly revised Incident Command System/Mayday Operations initiative.

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human Services	Eco. Dev.	Pub. Works Pub. Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

In 2015, develop a comprehensive recruitment plan for 2016 that will include proactive efforts in increasing the diversity of applicants. This will include a specific partnership between the Fire Department, Human Resources and the Kansas City Kansas Community College. This will assist the Fire Department in creating a dual parallel program consisting of 1) a modified, improved hiring process and 2) a new Firefighter Trainee program. There will also be additional components that will serve to assist within our aggressive ongoing recruitment effort for the purposes for improving diversity and local participation and interest.

Standing Committee	Neighborhood Comm. Dev.	Administration Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service	Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Parks and Recreation

Increase the revenues collected (Rentals, Fishing Licensing, Boating Permits, Youth Sports) for calendar year 2016 by 10% when compared to 2014.

Comments: This is a strategy, So what? Why do we want revenues to go up by 10%? What is our aspiration? What do we want to do? Simple, measurable, quantifiable Citizen Survey

Parks Masterplan 2016

Want People to want to use parks for events, reunions, etc. #s using parks, # of rentals, etc.

Reduce the turnaround time for mowing property (parks & medians) to 10-12 days and contractor mowing to 7-9 days

*Why do this? What does it accomplish? Customer Satisfaction. Standard of Neatness, etc. What drove the decision to reduce mowing time - means to end

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Police

Reduce complaints filed against officers by 50% and reverse the upward trend of complaints.

Reduce the incidents of violent crime by 10% in 2015 or by 87 violent acts.

Create a hiring model that is much shorter from the time it is announced that we are hiring to the time an individual enters the Training Academy.

Reduce operating costs by 2% in 2015 by looking at ways we can operate more efficiently and effectively. The department's budget is \$52,074,904, a 2% reduction is \$1,041,498.

Certify another 25% of the CIT members this year. This will bring the total number of members certified to 211 or 52%.

Standing Committee	Neighborhood Comm. Dev.	Administration Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service	Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Public Works

Engineering

Track active CMIP projects and major studies under management/coordinator in 2015

Track the # of resident request calls to the "Engineer of the Month" in 2015

COMMENTS BREAK OUT TYPES OF REQUESTS – IDEAS TO CAPTURE MORE DETAIL ON REQUESTS - SUCH AS TIME TO RESPOND, WHAT GOES ON THE WEB, WHAT ARE YOU DOING WITH THE INFORMATION

Street Sweeping

*Track # of hours worked

*Track # of lane miles swept

*Track the # of loads collected (no specific targets have been set)

Map of locations where street was last swept
Review logs by district "For Information Only"

Standing Committee	Neighborhood Comm. Dev.	Administration Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service	Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Fleet Maintenance

Track work orders for preventative maintenance

ASSEST AVAILABILITY, VET
COSTS PER MILE/HR, FUEL USE
BY ALL VEHICLE IN FLEET,
TECHNICIAN PERFORMANCE –
DIRECT/INDIRECT, PARTS
INVENTORY, TURN OVER RATE
ON INVENTORY, FUEL USE BY
CATEGORY, PREVENTATIVE
MAINTENANCE COMPLIANCE,
USE OF INDUSTRY WIDE
STANDARDS

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human Services	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Public Works and Parks and Recreation

Track the number of vacant lots and parks mowed during the year by parks, contractors, and the street division

Increase Street lots mowed above 2014 number of 724.

Increase Contractor lots mowed above 2014 number of 7,732

Increase Parks and Rec lots mowed above 2014 number of 3,134

Researching measure to provide data on right of way mowing/clean up for 2016

MOWING COMPLAINTS
NUMBER VS. TIME TO
RESPOND – WHO IS
RESPONSIBLE FOR PLANTING?
How is the decision made to
replant on State Street, park of
aesthetics grass clumping,
more situational awareness by
staff, complaints rec?

Standing Committee	Neighborhood Comm. Dev.	Administration Services	Human	Eco. Dev.	Public Works Public Safety	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service		Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety	

Sheriff

Reduce the overall expense for Sheriff personnel by:

- o Continue to reduce overtime another 10% over 2015 for 2016
- o Implementing a hiring plan to ensure adequate levels of staff to avoid the use of overtime
- o Continue address scheduling issues that create scheduled overtime

Provide enhanced customers service and transparency to the public

- o Implement Sheriff's Office Deputy-worn body camera and in car camera and system and policy during calendar year 2016.

Conduct organization analysis to provide enhanced services to the community at the best price

- o Complete the Jail Feasibility and Police and Sheriff Organizational Efficiency Analysis studies with recommendations to the Commission and County Administrator by Summer 2016.

Standing Committee	Neighborhood Comm. Dev.			Administration Human Services			Eco. Dev.		Public Works Public Safety		Comments
Commission Priority	Housing-	Multimodal Transportation	Healthy Community/Recreation	Education/Workforce	Social Services	Innovation	Customer Service	Economic Development	Fiscal Sustainability	Infrastructure - Environment Public Safety	

Increase ridership by 5% within existing transit service areas through cost-effective transit improvements

Enhance local and regional transit connectivity

Meet or exceed national averages for agency defined ridership and revenue performance measures

Explore the use of innovation and technology to increase efficiency and effectiveness.

Identify transportation projects that enable active, healthy communities (multi-modal access, children in poverty, unemployment).

Improve access to jobs for both residents and employers.

Encourage strong community engagement in both the planning process and in future growth.

Pursue the expansion of service with adjacent communities.

Coordinate project applications with regional providers.

Customer services metric,
Where the increase will occur

Standing Committee	Neighborhood Comm. Dev.	Administration Human Services	Eco. Dev.	Public Works Safety	Public	Comments
Commission Priority	Housing- Multimodal Transportation Healthy Community/Recreation	Education/Workforce Social Services Innovation Customer Service	Economic Development Fiscal Sustainability	Infrastructure - Environment Public Safety		

- Sanitary lines cleaned (miles)
- Annual 200 miles
 - Goal - 133.3, Actual 8/15 276.9
- Storm & Sanitary lines televised (miles)
- Annual goal - 40.0
 - Actual - 48.0



Wyandotte County, Kansas Emergency Operations Plan

ESF 7 Resource Support

Coordinating Agencies:

Unified Government ~~Human Resources~~ ~~Finance~~
~~Unified Government Purchasing Department~~

Primary Agencies:

Bonner Springs Fire Department
Bonner Springs Police Department
Bonner Springs Public Works Department
City of Bonner Springs
City of Edwardsville
Community Emergency Response Team
Edwardsville Fire Department
Edwardsville Police Department
Edwardsville Public Works Department
Kansas City Kansas Housing Authority
KCK Fire Department
KCK Police Department
~~Unified Government Emergency Management Department~~
Unified Government Facilities Management Department
Unified Government ~~Finance~~ ~~Human Resources~~
~~Unified Government Wyandotte County~~ Public Health
Unified Government Public Works Department
~~Unified Government Purchasing Department~~
~~Wyandotte County Emergency Management~~
Wyandotte County Sheriff's Office

Support Agencies

American Red Cross
Federal Emergency Management Agency
Humane Society of Greater Kansas City
Kansas Division of Emergency Management



~~Support Agencies Contd.~~
Support Agencies Contd.

KCK Police Department, Animal Control Unit
Private Sector
Providence Medical Center
The Salvation Army
~~Unified Government Accounting Division~~
Unified Government Area Agency on Aging
Department
Unified Government Chief Knowledge Office

Unified Government Community Development
Department
Unified Government County Clerk's Office
Unified Government Legal Department
Unified Government Livable Neighborhoods Division
Unified Government Public Safety Business
Department
~~Unified Government Treasurer's Department~~
The University of Kansas Medical Center & Hospital
Workforce Development
Wyandot Center
Volunteer Organizations Active in Disasters

Formatted: Space Before: 12 pt



1 PURPOSE, SCOPE, POLICIES/AUTHORITIES

This section provides the overall purpose of this ESF annex, the scope of emergency operations, as well as specific policies and authorities that govern assigned actions and responsibilities.

1.1 Purpose

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. This Emergency Support Function (ESF) Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Specifically, ESF 7 addresses:

- Resource identification;
- Resource procurement;
- Resource coordination;
- Facilities and logistics;
- Personnel augmentation;
- Logistics management; and
- Volunteer and donations management.

1.2 Scope

This ESF includes information that addresses: 1) the ~~four~~five phases of emergency management; 2) stakeholders including those with functional and access needs and children; 3) incident management procedures including organizational charts, as appropriate; and 4) all hazards planning. This ESF Annex applies to all County, City and participating agencies with assigned emergency responsibilities as described in Section 3, Responsibilities. This annex benefits Wyandotte County through coordination with partner agencies, outside organizations and the public. This annex specifically addresses:

- Command, Control, and Notification including the roles of County and City agencies with emergency responsibilities and their working relationships with the volunteer agencies providing emergency management services;



- A flexible organizational structure capable of meeting the varied requirements of different emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP);
- Roles of County and City agencies, as well as volunteer and private organizations with assigned responsibilities.

1.3 Policies/Authorities

The following local, regional, state and federal authorities apply to this ESF 7 Annex.

Local

- Unified Government Continuity of Operations Plan;
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Chapter 29, Procurement;
- Unified Government Code 3-106, Emergency Procurement;
- [Wyandotte County – Unified Government, Kansas – Code of Ordinances / Chapter 12 – Emergency Management and Emergency Services](#)
- ~~Wyandotte County, Kansas City, Kansas Unified Government Resolution Number R-25-99 dated March 10, 1999;~~
- ~~Wyandotte County, Kansas City, Kansas Unified Government Ordinance Number 0-20-99 dated March 10, 1999;~~
- Unified Government code of Wyandotte County/Kansas City, Kansas Codified through Resolution No. R-57-11, passed September 15, 2011. (Supp. No. 10).

Regional

- Incident Management Plan;
- Mid-America Regional Council (MARC) Regional Coordination Guide for ESF 7.

State

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact (EMAC);
- KSA 48-904 through 48-958: as amended, State and County Emergency Management Responsibilities;
- State of Kansas Response Plan, 2011.



|

Formatted: Indent: Left: 0"



Federal

- Title II of the Americans with Disabilities Act;
- National Response Framework
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents;
- Homeland Security Presidential Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101.

2 CONCEPT OF OPERATIONS

This section provides a narrative description summarizing the Concept of Operations for the following ESF 7 activities: 1) General Command, Control, and Notification, 2) Credentialing, 3) Resource Directories, 4) Resource Request and Management 4) Volunteer and Donations Management, 5) Tracking Resources, 6) Emergency Contracting, and 7) Considerations for Functional and Access Needs Populations and Children .

The narrative portions of this section provide summarized overviews for the topics listed above. Section [1.12.9](#) provides additional operational details by listing specific actions to be accomplished in each phase of Emergency Management for ESF 7. Then Section 3 provides the detailed actions organized by agency detailing their ESF 7 responsibilities in a consolidated format.

2.1 General (Command, Control, and Notification)

When it is determined that an event requires the activation of the EOC, the Emergency Management Director, in consultation with the County Administrator, and Emergency Management staff will determine which additional Emergency Support Functions are required for activation in support of emergency operations.

If ESF 7 is activated in support of the emergency, the Emergency Management Director will notify the ~~Human Resources and Purchasing~~ Finance Departments of EOC activation and request that ~~a~~ representatives report to the EOC to ~~jointly~~ coordinate ESF 7 activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC to assist with resource support activities. ~~The Human Resources Department and Purchasing Department share Coordinating Agency responsibilities for this ESF. The general resource support responsibilities for each of the Coordinating Agencies are described below:~~



~~▲ The Human Resources Department is responsible for providing human resources (personnel) to support emergency response and recovery activities with the exception of emergency contractors.~~

Formatted: Normal

~~▲ The Purchasing Department is responsible for providing the supplies and equipment to support emergency operations. (Note that the Purchasing Department is also responsible for hiring emergency contractors.)~~

ESF 7 operations will be coordinated from the Wyandotte County Emergency Operations Center (EOC) (see Attachment 3.14.1 for EOC organizational chart). The ~~Human Resources and Purchasing Finance~~ Departments will maintain liaison roles with the Kansas Division of Emergency Management as well as adjacent county resource support officials.

Formatted: Underline, Font color: Custom Color(RGB(0,71,214))

Once activated, the ESF 7 Coordinator is responsible for contacting primary and support agencies with liaison roles as well as providing briefings and direction for initiation of emergency management activities in support of emergency operations.

The Human Resources and Purchasing Department ESF 7 Coordinators will manage the collection, processing, and dissemination of ESF 7-related information to and from the EOC. WebEOC will be utilized as the preferred method to disseminate information. Other information will be closely coordinated through the EOC Data and Technology Coordinator to ensure necessary ESF 7 information is disseminated to the EOC staff.

2.2 Credentialing

Wyandotte County is ~~exploring the possibility of utilizing~~implementing the Resource Manager Credentialing System that is a part of the Comprehensive Resource Management and Credentialing System developed by the Kansas Division of Emergency Management. While this option is being explored, there are some concerns that exist regarding purchasing and maintaining equipment that is necessary, training multiple agencies on the system, and time it would take to integrate changes.

Currently, the Unified Government Security Office has the responsibility for the credentialing/badging system in place for all Unified Government employees. Bonner Springs and Edwardsville also have their own in-house credentialing/badging systems in operation. With these systems, all city and county government employees have their



credentials on file through these systems and badges to gain access to limited access sites.

For vendors and transport companies that are hired to support ESF 7, ESF 7 Coordinators will work closely with ESF #13 and law enforcement officers conducting perimeter control to communicate which service providers should have access to limited access sites. In these instances, personnel of vendors and transport companies will display their company badges ~~for access from the EOC~~.

For non-affiliated volunteers, badges will be made at the Volunteer Reception Center (VRC). For affiliated volunteers, current badging systems utilized for by the volunteer agency will be accepted. If no badges are utilized, volunteers will be directed to the VRC to have a badge made. Credentials for public health emergencies/incidents will not be created at the VRC as these credentials are pre-positioned and will be supplied by the Public Health Department.

2.3 Resource Directories

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:

- Vehicles
 - Passenger, cargo, and debris removal
- Personnel
- Facilities
- Staging Areas for internal and external response
- Equipment
 - Communications Equipment
 - Pumps and sandbags
 - Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
 - Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
 - Mass care supplies such as food, bedding, blankets and cots
 - Industrial lighting equipment (for nighttime search and rescue operations)
 - Portable generators
 - Medical supplies and pharmaceuticals



- Equipment Operators
- Suppliers/Contractors/Vendors
- Services/Contracts/Mutual Aid Agreements
- Potable Water
- Portable toilets and other sanitation supplies
- Fuel and fueling stations
- Technology to support emergency operations
- Critical Facilities with priority for restoration
- Utility Providers including number of customers served
- Resources in adjacent jurisdictions that could be used during a disaster

Attachment 3.24.2 provides a directory of resource inventories and the contact information to obtain each inventory.

Formatted: Underline, Font color: Custom
Color(RGB(0,71,214))

2.4 Resource Request and Management

Once ESF 7 is activated, all departments and agencies involved in the emergency response will be instructed to direct any resource needs they are unable to meet through their own channels to the ~~Resource Support Coordinators~~Resource Support Coordinator. The Incident Command and General Staff will identify the resources required in the field and relay requests to the EOC. Initial requests will likely be relayed through the Public Safety Communications Unit (9-1-1 Call Center). As emergency operations continue, and if possible, resources will be requested through WebEOC or other written formats. The ~~Resource Support Coordinators~~Resource Support Coordinator will work with the EOC to rapidly assess emergency resource requests and recommend actions to acquire the necessary supplies, equipment and personnel.

Wyandotte County is fortunate to have access to considerable resources (i.e., equipment, personnel, facilities and supplies) to support most emergency operations. In general, Wyandotte County's emergency response agencies are capable of sustaining themselves during the first 24 hours of an event. However, a major emergency or one requiring specialized resources may require resource support from outside the County. Wyandotte County maintains intergovernmental mutual aid agreements with other jurisdictions to assist in procuring emergency resources and supplies. Additionally, agreements that can be activated in emergencies are in place with private sector vendors and suppliers. When time permits, the ~~Resource Support~~

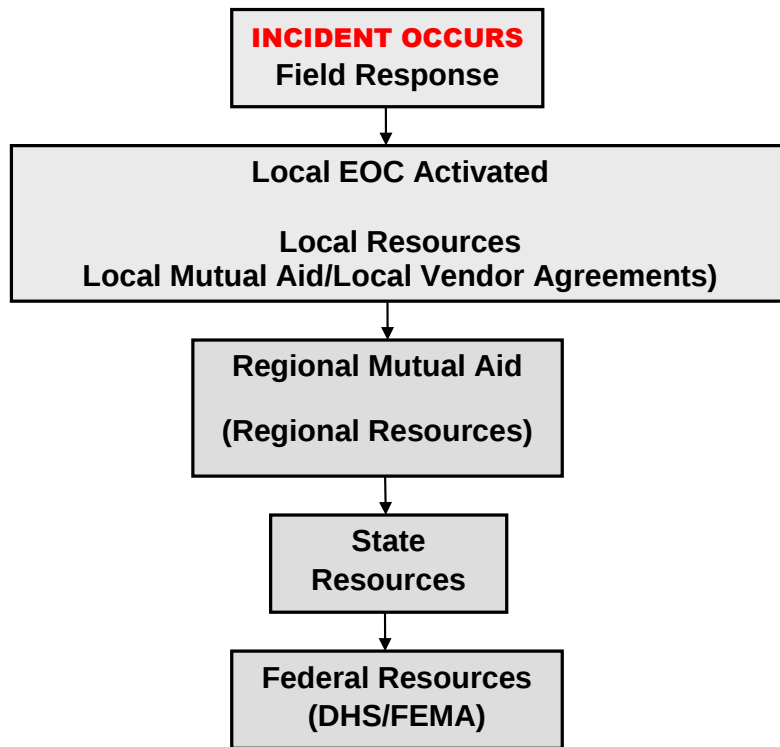


~~Coordinators~~Resource Support Coordinator will notify suppliers who have existing agreements with Wyandotte County and inform them of the County's intent to activate the agreements. The ~~Resource Support Coordinators~~Resource Support Coordinator will also verify the availability of supplies and the time lines for delivery.

If the needed supplies are not covered in existing agreements, the ~~Resource Support Coordinators~~Resource Support Coordinator will purchase the needed supplies from an appropriate vendor or solicit a donation of the needed supplies. The ~~Resource Support Coordinators~~Resource Support Coordinator will work closely with the ESF 7 Donations Management group to help ensure donated goods are used to fill supply requests when possible.

In major emergencies that exceed or threaten to exceed local resources, regional resources will be utilized. See Attachment E – Regional Coordination Guide, ESF 7, for the KC Metro Area's coordinated response concerning resources. If the resources needed are beyond local and regional capabilities, the State and Federal government may be able to provide assistance. However, their ability to respond quickly may be limited. The ESF 7 Coordinators will work closely with ESF 5 to determine if conditions warrant the declaration of a local emergency. Some resources such as State Resources through KDEM and federal resources through FEMA may not be available until a local declaration of emergency has been made. Once a local declaration of emergency is made, if the State determines the emergency requires resources beyond state capabilities, the State will coordinate a request for a Federal Declaration. Some Federal resources may be available without a federal declaration. Examples of these types of Federal assistance include those described in the National Oil and Hazardous Substances Pollution Contingency Plan, the Mass Migration Emergency Plan, the National Search and Rescue Plan, and the National Maritime Security Plan.

The following flow chart depicts the progression of resource requests from local to regional, to state, to federal resources.



To help make certain the correct resources are provided, the ~~Resource Support Coordinators~~[Resource Support Coordinator](#) will work to ensure that essential information is requested from and provided by those making resource requests including:

- **What** is needed (as specifically as possible)?
- **Why** is it needed?
- **How much** is needed?
- **Who** needs it?
- **Where** is it needed?
- **When** is it needed?



Once a request for supplies is confirmed, the ~~Resource Support Coordinators~~Resource Support Coordinator will contact the supplier, order and confirm shipment and provide necessary information such as place of delivery, credentials needed to pass checkpoints, etc...

2.4.1 Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary. Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Emergency hiring may involve using available local and state job service records and any applicant and vendor files the Human Resources Department maintains for particular types of positions, including Workforce Development.

Depending on types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. For example, the ~~Metropolitan~~ Medical Reserve Corps of Greater Kansas City (MMRCMRCKC) and the Kansas System for the Early Registration of Volunteers (K-SERV) are two sources for volunteers that can be used to augment personnel. The ~~Resource Support Coordinators~~Resource Support Coordinator will work closely with the Volunteer and Donations Management Coordinator to ensure volunteer resources are appropriately utilized.

2.4.2 Distribution

The ~~Resource Support Coordinators~~Resource Support Coordinator will work with the other members of the EOC to determine the appropriate facilities and methods for the timely distribution of resources. High priority resources as identified by the EOC will be distributed as quickly as possible. When required by the situation, distribution points may be established to provide supplies to the public.

The Public Health Department, as an ESF 8 Coordinating Agency, is responsible for establishing Points of Distribution for medications and vaccines that are determined necessary as a result of an event, to include distribution of medications from the Strategic National Stockpile (SNS). See the ESF 8 Annex for additional information about these distribution facilities. Other non-medical distribution facilities will be coordinated by ESF 7.

The ~~Resource Support Coordinators~~Resource Support Coordinator will determine what distribution facilities will be needed to handle the flow of resources into and through the jurisdiction. In a major emergency with an extensive influx of resources, supplies and



personnel, the ~~Resource Support Coordinators~~Resource Support Coordinator, in coordination with the EOC, may direct that facilities be designated for emergency use such as:

- **Mobilization Center** – is a designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.
- **Staging Areas** – may be used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the incident but may include fairgrounds, schools and recreational facilities.
- **Warehouses and other facilities** – may be needed to store or stage supplies and equipment for both short and long-term emergency use.
- In addition to government facilities, Wyandotte County may make arrangements with local realtors to provide information on private sector facility availability.

The Western Wyandotte County Vulnerability Study, 2009, includes maps depicting pre-identified locations of these types of facilities.

The ~~Resource Support Coordinators~~Resource Support Coordinator will ensure these facilities are notified of incoming supplies, equipment and other resources, as well as their priority designation. Distribution facilities will provide reports on resources passing through or arriving to allow the ~~Resource Support Coordinators~~Resource Support Coordinator to track the location of resources and timeliness of delivery.

If necessary, law enforcement agencies may reroute or delay traffic to accommodate the timely distribution of emergency resources and supplies.

The ESF 7 MARC Regional Coordination Guide provides information on larger regional events

2.5 Volunteer and Donations Management

After any emergency that generates significant media coverage, the potential exists for Wyandotte County to receive an immediate influx of volunteers and large quantities of donations. Wyandotte County will work closely with the volunteer agencies responsible for these functions to ensure the appropriate use of both volunteers and donated goods.



2.5.1 Volunteer Management

Through preparation and participation in the development of a volunteer disaster response, the Unified Government of Wyandotte County/Kansas City Kansas Emergency Management Department leadership has embraced the benefits of a planned, systematic and professional approach to incorporating spontaneous, unaffiliated volunteers into disaster response. An exercised volunteer management process initiated by the Kansas City Metro Community Volunteer Organizations Active in Disasters (KC VGOAD) Volunteer Reception Center (VRC) is in place for the Kansas City Metro area. The Wyandotte County Volunteer Registration Center (VRC) process is tailored to meet identified specific needs for Wyandotte County disasters.

The KC VGOAD Volunteer Reception Center will be used for regional responses and those incidents for which numerous volunteers are required for the entire Kansas City Metropolitan area as identified by the Mid America Regional Council jurisdictions. The Wyandotte County VRC may also be used in cooperation with the KC VGOAD VRC, if requested.

A spontaneous or unaffiliated volunteer can become a registered volunteer for the Wyandotte County Emergency Management Department upon completion of the assessment and registration process at the VRC.

The Wyandotte County Emergency Management Department has designated the Community Emergency Response Team (CERT) to serve as the staff for VRC activation and operations. CERT is trained volunteers dedicated to responding by the Emergency Management Department to incidents within Wyandotte County or deployed to disasters through the Emergency Management Department.

Additional Specific details and procedures for Volunteer Management are provided in Attachment 3.44.4

Formatted: Underline, Font color: Custom
Color(0,71,214))

2.5.2 Donations Management

The Salvation Army (TSA) will coordinate donations management for large-scale emergencies in Wyandotte County. TSA has access to warehouse space in the area. To ensure effective utilization of donated goods, TSA will provide a Coordinator to the EOC to work directly with ESF 7 to fill resource/supply requests with donated goods when possible.

2.6 Tracking Resources



The Wyandotte County EOC utilizes a combination of mechanisms to track resource requests and mission assignments. WebEOC is the electronic information management system in use throughout the KC Metro area. All of the Incident Command System (ICS) forms including the ICS 213 (RR) Resource Request, ICS 212 Vehicle Inspection, ICS 215 Operational Planning, 221 Demobilization, and 225 Performance Evaluation are included in the WebEOC library as electronic fillable forms. The ESF 7 Coordinator is trained as a Unified Government Procurement Officer and has taken Incident Action Planning training. The ESF 7 coordinator is responsible for tracking each request that comes to the EOC either by ICS form or verbal request. The section then utilizes normal and/or emergency procurement procedures to obtain the item either through mutual aid or expenditure. The requests are then tracked by ESF 7 personnel for data such as arrival time, compliance with procurement request criteria, etc. Depending upon the nature of the request and the level of urgency, the requested items are delivered either to: (1) a designated warehouse space, (2) a specific staging area, or (3) a local distribution center, (4) direct to other areas such as PODs, VRCs, etc or (5) direct to the incident command post.

In situations where resources such as fuel or medications are scarce, decisions regarding distribution priority for stocks/stores of those items would be made by the command and general staff in cooperation with ESF 8 and ESF 12 and others as appropriate.

2.7 Emergency Contracting

Emergency purchasing rules are in place to allow for the timely acquisition of needed private sector resources, specifically Unified Government Code 3-106, Emergency Procurement states:

Notwithstanding any other provisions of this chapter (*Chapter 29 of the Unified Government Code of Ordinances*), the purchasing director, the head of a procuring agency or the designee of either may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions as defined in regulations promulgated by the unified government administrator; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Although this provision allows for expedited procurement, it does not impact responsibility for full payment of emergency contracts.



This emergency provision does not have any set limitations for emergency contracting. However, limitations may be set by the Purchasing Director.

2.8 Considerations for Functional and Access Needs Populations and Children

The Unified Government Emergency Management Department is committed to compliance with the ADA requirements relating to emergency Management. As such, Chapter 7 of the Department of Justice's *ADA Best Practices Tool Kit for State and Local Governments (ADA Tool Kit)* has been consulted in development of this EOP and each Emergency Support Function Annex.

The Unified Government has a local ADA Coordinator position within the Office of the County Administrator that coordinates regularly with the State ADA Coordinator to ensure programs and policies are in compliance with the Americans with Disabilities Act. In addition, in large or complex disasters, the EOC Manager may choose to staff an ADA Response Coordinator directly in the EOC. If necessary, the ESF 7 Coordinators will consult with the ADA Coordinator, or ADA Response Coordinator, if assigned, to ensure firefighting services are delivered in a manner consistent with the ADA.

The Unified Government's Area Agency on Aging will also provide specially trained personnel, as well as supplies, equipment and transportation resources for the area's senior populations as well as functional and access needs populations.

ESF 7 will consider functional and access needs when locating warehouses or other staging facilities. In addition, functional and access needs will be considered when determining points of distribution locations to ensure accessibility.

As part of the acquisition process, ESF 7 will review requests for equipment and supplies for responders and the public to ensure that specialized supplies/equipment have been considered for those with functional and access needs.

For communications with vendors or suppliers that have special communications needs, the Unified Government of Wyandotte County, City of Bonner Springs and City of Edwardsville have identified employees who are fluent in Spanish and are "on-call" to provide interpretation and translation services as needed. These individuals are utilized routinely for day-to-day activities. In addition, Wyandotte County subscribes to [Language Line "Propio"](#) which can be utilized to interpret Spanish and other languages (see ESF 15 for specific instructions). The service is available to all emergency



response agencies. These types of interpretation and translation services are also available to the Public Information Officers throughout the county. In addition, TTY telephone services are available throughout Wyandotte County.

2.9—Phases of Emergency Management

The four phases of Emergency Management are defined in the Basic Plan. The following table provides actions that have been identified for ESF #5 in each of the four emergency management phases: preparedness, response, recovery and mitigation.

2.9.1 Preparedness

Agency	Action
All Agencies	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
All Agencies	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishments of assigned functions.
All Agencies	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
All Agencies	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
All Agencies	Participate in Emergency management training and exercises.
Bonner Springs Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
Edwardsville Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
KCK Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
Unified Government Emergency Management Department	Prepare and distribute exercise schedule to support the Emergency Operations Plan, including ESF #7 activities.
Unified Government Emergency Management Department	Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF.
Unified Government Emergency Management Department	Establish Points of Distribution across the county assuring that accommodations for individuals with functional and access needs are made when selecting and operating such distribution points.
Unified Government Facilities Management Department	Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.).
Unified Government Human Resources Department	Maintain and update ESF #7 with support from the Emergency Management Department.
Unified Government Human Resources Department	Ensure personnel are properly credentialed to serve in assigned areas.
Unified Government Human Resources Department	Ensure all ESFs (particularly ESF 13) are aware of credentialing policies so that authorized personnel will have access to critical or limited access sites following an incident.
Unified Government Human Resources Department	Contribute to Regional Coordination Guides developed for each ESF to support regional events.



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
Unified Government Legal Department	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
Unified Government Purchasing Department	Maintain and update ESF #7 with support from the Emergency Management Department
Unified Government Purchasing Department	Coordinate the procurement and distribution of supplies and resources available to support emergency response and recovery activities.
Unified Government Purchasing Department	Ensure emergency contracts are in place to prevent resource shortages in an emergency.
Unified Government Purchasing Department	Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.
Unified Government Purchasing Department	Establish procedures for procurement of emergency supplies and equipment not covered in existing County codes and emergency procedures.
Unified Government Purchasing Department	Determine locations and procedures for managing staging areas, distribution centers, warehouses, etc. Assure that distribution centers are accessible to those with functional or access needs.
Unified Government Purchasing Department	Contribute to Regional Coordination Guides developed for each ESF to support regional events.

2.9.2 Response

Agency	Action
All Agencies	Provide ongoing status reports as requested by the ESF 5 Coordinator
All Agencies	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
All Agencies	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
American Red Cross	Provide personnel and resources to support emergency operations assuring that the needs of individuals with functional and access needs are considered.
Bonner Springs Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
Bonner Springs Fire Department	Ensure that resource requests are routed to the EOC with adequate detail.
Bonner Springs Fire Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.
Bonner Springs Police Department	Provide traffic control and security for distribution and warehousing facilities.
Bonner Springs Police Department	Ensure that resource requests are routed to the EOC with adequate detail.
Bonner Springs Police Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
Bonner Springs Public Works Department	Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists, including the listing of available personnel who speak foreign languages.
Bonner Springs Public Works Department	Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.
Bonner Springs Public Works Department	Ensure that resource requests are routed to the EOC with adequate detail.



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
City of Bonner Springs	Gather and report information regarding resource support activities and report them to the County EOC as soon as possible.
City of Bonner Springs	Provide available resources and support to the County's operations.
City of Edwardsville	Gather and report information regarding resource support activities and report them to the County EOC as soon as possible.
City of Edwardsville	Provide available resources and support to the County's operations, including the listing of available personnel who speak foreign languages.
Edwardsville Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
Edwardsville Fire Department	Ensure that resource requests are routed to the EOC with adequate detail.
Edwardsville Fire Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
Edwardsville Police Department	Provide traffic control and security for distribution and warehousing facilities.
Edwardsville Police Department	Ensure that resource requests are routed to the EOC with adequate detail.
Edwardsville Police Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations including the listing of available personnel who speak foreign languages.
Edwardsville Public Works Department	Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists.
Edwardsville Public Works Department	Assist with resource transportation issues including transportation resources that are accessible to those with functional and access needs.
Edwardsville Public Works Department	Ensure that resource requests are routed to the EOC with adequate detail.
Kansas City Kansas Housing Authority	Provide assistance in locating suitable housing resources for those affected by the event taking functional and access needs of the population needing housing into consideration.
KCK Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
KCK Fire Department	Ensure that resource requests are routed to the EOC with adequate detail.
KCK Fire Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations including the listing of available personnel who speak foreign languages.
KCK Police Department	Provide traffic control and security for distribution and warehousing facilities.
KCK Police Department	Ensure that resource requests are routed to the EOC with adequate detail.
KCK Police Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations including the listing of available personnel who speak foreign languages.
Private Sector	Provide personnel and supplies to support emergency operations.
The Salvation Army	Coordinate Donations Management function.
The Salvation Army	Provide personnel and supplies to support emergency operations.
Unified Government Accounting Division	Assist with the financial aspects of meeting resource requests, including record keeping and budgeting for procurement.
Unified Government Area Agency on Aging Department	Provide specially trained personnel, as well as supplies, equipment and transportation resources for the area's senior populations as well as functional and access needs populations.
Unified Government County Clerk's Office	Assist with record keeping and information management.
Unified Government	Provide initial notification for ESF 7.



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
Emergency Management Department	
Unified Government Emergency Management Department	Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF.
Unified Government Emergency Management Department	Establish Points of Distribution across the county assuring that accommodations for individuals with functional and access needs are made when selecting and operating such distribution points.
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Facilities Management Department	Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.).
Unified Government Finance Department	Assist with research, record-keeping and database management for resource support operations.
Unified Government Human Resources Department	Provide a representative to the EOC to jointly coordinate ESF #7 activities.
Unified Government Human Resources Department	Coordinate the identification, acquisition, and distribution of personnel to support disaster operations.
Unified Government Human Resources Department	If necessary, recruit and hire personnel to meet emergency staffing needs (excluding contractors).
Unified Government Human Resources Department	Work with the Emergency Management Department through ESF 5 to ensure 24-hour staffing for the EOC.
Unified Government Human Resources Department	Work with the Volunteer Registration Center (VRC) managed by the Community Emergency Response Team (CERT) to use emergency volunteers to the extent possible.
Unified Government Human Resources Department	Develop an inventory list of essential department personnel requirements and sources/vendors that may be used in an emergency.
Unified Government Human Resources Department	Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.
Unified Government Human Resources Department	Ensure personnel are properly credentialed to serve in assigned areas.
Unified Government Human Resources Department	Ensure all ESFs (particularly ESF 13) are aware of credentialing policies so that authorized personnel will have access to critical or limited access sites following an incident.
Unified Government Human Resources Department	Coordinate with state and adjacent county resource support officials.
Unified Government Human Resources Department	Manage the collection, processing, and dissemination of resource support information to and from the EOC in coordination with the Data and Technology Coordinator. Use WebEOC to accomplish this when practicable.
Unified Government Human Resources Department	Assist with personnel issues related to the emergency event.
Unified Government Legal Department	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
Unified Government Legal Department	When necessary, serve as a liaison with the State Attorney General's Office and Federal Office of the Inspector General and the State ADA Coordinator.
Unified Government Livable Neighborhoods Division	Assist with the provision of resources and supplies.
Unified Government Public Health Department	Provide resources (personnel, supplies, equipment, services, and vendor information) from existing inventories as needed.



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
Unified Government Public Health Department	Provide plans, job action sheets and just-in time training to run the Local Distribution Site (LDS).
Unified Government Public Safety Business Department	Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.
Unified Government Public Works Department	Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists.
Unified Government Public Works Department	Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.
Unified Government Public Works Department	Ensure that resource requests are routed to the EOC with adequate detail.
Unified Government Purchasing Department	Provide a representative to the EOC to jointly coordinate ESF #7 activities.
Unified Government Purchasing Department	Coordinate the procurement and distribution of supplies and resources available to support emergency response and recovery activities.
Unified Government Purchasing Department	Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.
Unified Government Purchasing Department	In coordination with the EOC Team, determine priorities for procurement and distribution of supplies and equipment.
Unified Government Purchasing Department	Determine locations and procedures for managing staging areas, distribution centers, warehouses, etc. Assure that distribution centers are accessible to those with functional or access needs.
Unified Government Purchasing Department	Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.
Unified Government Purchasing Department	Coordinate with state and adjacent county resource support officials.
Unified Government Purchasing Department	Manage the collection, processing, and dissemination of resource support information to and from the EOC in coordination with the Data and Technology Coordinator. Use WebEOC to accomplish this when practicable.
Unified Government Purchasing Department	Coordinate with ESF 5 to issue local disaster declaration when it is known that outside resource support assistance will be needed.
Unified Government Purchasing Department	Follow provisions of Unified Government Code 3-106, Emergency Procurement in applicable emergency situations.
Unified Government Purchasing Department	Assist in locating, and if necessary, managing facilities needed to support emergency resource support operations.
Unified Government Treasurer's Department	Assist with financial record keeping and budgeting.
Volunteer Organizations Active in Disasters	Provide personnel and supplies to support emergency operations.
Wyandotte County Sheriff's Office	Provide traffic control and security for distribution and warehousing facilities.
Wyandotte County Sheriff's Office	Ensure that resource requests are routed to the EOC with adequate detail.
Wyandotte County Sheriff's Office	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.



2.9.3 Recovery

Agency	Action
All-Agencies	Provide ongoing status reports as requested by the ESF 5 Coordinator.
All-Agencies	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
All-Agencies	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
All-Agencies	Participate in After Action Reports and critiques.
The Salvation Army	Coordinate Donations Management function.
Unified Government County Clerk's Office	Assist with record-keeping and information management.
Unified Government Emergency Management Department	Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF.
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Human Resources Department	Return staffing to normal levels.
Unified Government Human Resources Department	Assist with personnel issues related to the emergency event.
Unified Government Legal Department	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
Unified Government Legal Department	When necessary, serve as a liaison with the State Attorney General's Office and Federal Office of the Inspector General and the State ADA Coordinator.
Unified Government Public Safety-Business Department	Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.
Unified Government Purchasing Department	Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.
Unified Government Purchasing Department	Identify unused resources in the community and coordinate re-distribution.
Unified Government Purchasing Department	Coordinate disposal/re-distribution of unused supplies.
Unified Government Purchasing Department	Stand down any facilities no longer in use.
Unified Government Purchasing Department	Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.
Unified Government Treasurer's Department	Assist with financial record-keeping and budgeting.



2.9.4 Mitigation

Agency	Action
All Agencies	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
All Agencies	Participate in Emergency management training and exercises
Unified Government Emergency Management Department	Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF
Unified Government Human Resources Department	Contribute to Regional Coordination Guides developed for each ESF to support regional events.
Unified Government Purchasing Department	Ensure emergency contracts are in place to prevent resource shortages in an emergency
Unified Government Purchasing Department	Contribute to Regional Coordination Guides developed for each ESF to support regional events.

In addition, Chapter 4-8 of the ~~Wyandotte County Multi-hazard~~Regional Hazard Mitigation Plan details specific mitigation measures related to resource support.

~~http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284~~

~~http://www.wycokck.org/InternetDept.aspx?id=38184&menu_id=950~~.



3 RESPONSIBILITIES

It is understood that each coordinating and primary agency will at a minimum:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF 7 activities.
- Provide ongoing status reports as requested by the ESF Coordinator.
- 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 from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
- Participate in Emergency management training and exercises
- Participate in After Action Reports and critiques

The remainder of this section provides the actions necessary to implement this ESF sorted ~~alphabetically~~ by Coordinating, Primary, and Support responsible agency.

Agency	Action
American Red Cross	Provide personnel and resources to support emergency operations assuring that the needs of individuals with functional and access needs are considered.
Bonner Springs Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
Bonner Springs Fire Department	Ensure that resource requests are routed to the EOC with adequate detail.
Bonner Springs Fire Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.
Bonner Springs Police Department	Provide traffic control and security for distribution and warehousing facilities.
Bonner Springs Police Department	Ensure that resource requests are routed to the EOC with adequate detail.
Bonner Springs Police Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
Bonner Springs Public	Provide personnel, supplies, equipment and vendor information from existing inventories.

Formatted Table



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
Works-Department	and resource lists, including the listing of available personnel who speak foreign languages.
Bonner Springs Public Works Department	Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.
Bonner Springs Public Works Department	Ensure that resource requests are routed to the EOC with adequate detail.
City of Bonner Springs	Gather and report information regarding resource support activities and report them to the County EOC as soon as possible.
City of Bonner Springs	Provide available resources and support to the County's operations.
City of Edwardsville	Gather and report information regarding resource support activities and report them to the County EOC as soon as possible.
City of Edwardsville	Provide available resources and support to the County's operations, including the listing of available personnel who speak foreign languages.
Community Emergency Response Team	Coordinate Volunteer Registration Center (VRC) to identify, deploy, use, support, dismiss, and demobilize spontaneous unaffiliated volunteers.
Edwardsville Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
Edwardsville Fire Department	Ensure that resource requests are routed to the EOC with adequate detail.
Edwardsville Fire Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
Edwardsville Police Department	Provide traffic control and security for distribution and warehousing facilities.
Edwardsville Police Department	Ensure that resource requests are routed to the EOC with adequate detail.
Edwardsville Police Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations including the listing of available personnel who speak foreign languages.
Edwardsville Public Works Department	Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists.
Edwardsville Public Works Department	Assist with resource transportation issues including transportation resources that are accessible to those with functional and access needs.
Edwardsville Public Works Department	Ensure that resource requests are routed to the EOC with adequate detail.
Kansas City Kansas Housing Authority	Provide assistance in locating suitable housing resources for those affected by the event taking functional and access needs of the population needing housing into consideration.
KCK Fire Department	Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.
KCK Fire Department	Ensure that resource requests are routed to the EOC with adequate detail.
KCK Fire Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations including the listing of available personnel who speak foreign languages.
KCK Police Department	Provide traffic control and security for distribution and warehousing facilities.
KCK Police Department	Ensure that resource requests are routed to the EOC with adequate detail.
KCK Police Department	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations including the listing of available personnel who speak foreign languages.
Private Sector	Provide personnel and supplies to support emergency operations.
The Salvation Army	Coordinate Donations Management function.
The Salvation Army	Provide personnel and supplies to support emergency operations.
Unified Government	Assist with the financial aspects of meeting resource requests, including record keeping

Formatted Table



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
Accounting Division	and budgeting for procurement.
Unified Government Area Agency on Aging Department	Provide specially trained personnel, as well as supplies, equipment and transportation resources for the area's senior populations as well as functional and access needs populations.
Unified Government County Clerk's Office	Assist with record-keeping and information management.
Unified Government Emergency Management Department	Prepare and distribute exercise schedule to support the Emergency Operations Plan, including ESF #7 activities.
Unified Government Emergency Management Department	Provide initial notification for ESF 7
Unified Government Emergency Management Department	Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF
Unified Government Emergency Management Department	Establish Points of Distribution across the county assuring that accommodations for individuals with functional and access needs are made when selecting and operating such distribution points.
Unified Government Emergency Management Department	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
Unified Government Facilities Management Department	Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.).
Unified Government Finance Department	Assist with research, record-keeping and database management for resource support operations.
Unified Government Human Resources Department	Maintain and update ESF #7 with support from the Emergency Management Department
Unified Government Human Resources Department	Provide a representative to the EOC to jointly coordinate ESF #7 activities.
Unified Government Human Resources Department	Coordinate the identification, acquisition, and distribution of personnel to support disaster operations.
Unified Government Human Resources Department	If necessary, recruit and hire personnel to meet emergency staffing needs (excluding contractors)
Unified Government Human Resources Department	Work with the Emergency Management Department through ESF 5 to ensure 24-hour staffing for the EOC.
Unified Government Human Resources Department	Work with the Volunteer Registration Center (VRC) managed by the Community Emergency Response Team (CERT) to use emergency volunteers to the extent possible.
Unified Government Human Resources Department	Develop an inventory list of essential department personnel requirements and sources/vendors that may be used in an emergency.
Unified Government Human Resources Department	Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.
Unified Government Human Resources Department	Return staffing to normal levels
Unified Government Human Resources Department	Ensure personnel are properly credentialed to serve in assigned areas
Unified Government Human Resources Department	Communicate with ESF #13 to provide list of vendors/agencies with access to transport materials through restricted areas
Unified Government Human Resources Department	Ensure all ESFs (particularly ESF 13) are aware of credentialing policies so that authorized personnel will have access to critical or limited access sites following an incident.

Formatted Table



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
Unified Government Human Resources Department	Coordinate with state and adjacent county resource support officials
Unified Government Human Resources Department	Manage the collection, processing, and dissemination of resource support information to and from the EOC in coordination with the Data and Technology Coordinator. Use WebEOC to accomplish this when practicable.
Unified Government Human Resources Department	Contribute to Regional Coordination Guides developed for each ESF to support regional events.
Unified Government Human Resources Department	Assist with personnel issues related to the emergency event
Unified Government Legal Department	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
Unified Government Legal Department	When necessary, serve as a liaison with the State Attorney General's Office and Federal Office of the Inspector General and the State ADA Coordinator.
Unified Government Livable Neighborhoods Division	Assist with the provision of resources and supplies
Unified Government Public Health Department	Provide resources (personnel, supplies, equipment, services, and vendor information), from existing inventories as needed.
Unified Government Public Health Department	Provide plans, job action sheets and just-in-time training to run the Local Distribution Site (LDS)
Unified Government Public Safety Business Department	Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.
Unified Government Public Works Department	Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists.
Unified Government Public Works Department	Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.
Unified Government Public Works Department	Ensure that resource requests are routed to the EOC with adequate detail.
Unified Government Purchasing Department	Maintain and update ESF #7 with support from the Emergency Management Department
Unified Government Purchasing Department	Provide a representative to the EOC to jointly coordinate ESF #7 activities.
Unified Government Purchasing Department	Coordinate the procurement and distribution of supplies and resources available to support emergency response and recovery activities.
Unified Government Purchasing Department	Ensure emergency contracts are in place to prevent resource shortages in an emergency
Unified Government Purchasing Department	Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.
Unified Government Purchasing Department	Identify unused resources in the community and coordinate re-distribution
Unified Government Purchasing Department	Coordinate disposal/re-distribution of unused supplies.
Unified Government Purchasing Department	Stand down any facilities no longer in use.
Unified Government Purchasing Department	Establish procedures for procurement of emergency supplies and equipment not covered in existing County codes and emergency procedures.
Unified Government Purchasing Department	In coordination with the EOC Team, determine priorities for procurement and distribution of supplies and equipment.
Unified Government Purchasing Department	Determine locations and procedures for managing staging areas, distribution centers, warehouses, etc. Assure that distribution centers are accessible to those with functional

Formatted Table



2012 Emergency Operations Plan

ESF 7—Resource Support

Agency	Action
	or access needs.
Unified Government Purchasing Department	Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.
Unified Government Purchasing Department	Coordinate with state and adjacent county resource support officials
Unified Government Purchasing Department	Manage the collection, processing, and dissemination of resource support information to and from the EOC in coordination with the Data and Technology Coordinator. Use WebEOC to accomplish this when practicable.
Unified Government Purchasing Department	Coordinate with ESF 5 to issue local disaster declaration when it is known that outside resource support assistance will be needed
Unified Government Purchasing Department	Contribute to Regional Coordination Guides developed for each ESF to support regional events.
Unified Government Purchasing Department	Follow provisions of Unified Government Code 3-106, Emergency Procurement in applicable emergency situations.
Unified Government Purchasing Department	Assist in locating, and if necessary, managing facilities needed to support emergency resource support operations.
Unified Government Treasurer's Department	Assist with financial record keeping and budgeting.
Volunteer Organizations Active in Disasters	Provide personnel and supplies to support emergency operations.
Volunteer Organizations Active in Disasters	Identify, deploy, use, support, dismiss, and demobilize affiliated volunteers
Wyandotte County Sheriff's Office	Provide traffic control and security for distribution and warehousing facilities.
Wyandotte County Sheriff's Office	Ensure that resource requests are routed to the EOC with adequate detail.
Wyandotte County Sheriff's Office	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.

Formatted Table

Coordinating: Unified Government Finance	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
7	Maintain and update ESF #7 with support from the Emergency Management Department
8	Finance will work with Emergency Management to ensure personnel are properly credentialed to serve in assigned areas
9	Contribute to Regional Coordination Guides developed for each ESF to support regional events.
Response (During Event) Actions for ESF 7 - Resource Support	

Formatted Table



<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Assist with the financial aspects of meeting resource requests, including record keeping and budgeting for procurement.</u>
<u>6</u>	<u>Assist with research, record-keeping and database management for resource support operations.</u>
<u>7</u>	<u>Provide a representative to the EOC to coordinate ESF #7 activities.</u>
<u>8</u>	<u>Finance will work with Emergency Management to ensure personnel are properly credentialed to serve in assigned areas</u>
<u>9</u>	<u>Coordinate with state and adjacent county resource support officials</u>
<u>10</u>	<u>Manage the collection, processing, and dissemination of resource support information to and from the EOC in coordination with the Data and Technology Coordinator. Use WebEOC to accomplish this when practicable.</u>
<u>11</u>	<u>Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.</u>
<u>12</u>	<u>Communicate with ESF #13 to provide list of vendors/agencies with access to transport materials through restricted areas</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>6</u>	<u>Finance Coordinator will maintain purchasing and financial records of all expenditures for response and recovery activities.</u>
<u>7</u>	<u>Communicate with ESF #13 to provide list of vendors/agencies with access to transport materials through restricted areas</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Contribute to Regional Coordination Guides developed for each ESF to support regional events.</u>



4	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
5	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted: No bullets or numbering

Primary: Bonner Springs Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>
6	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
7	<u>Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
4	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
5	<u>Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function</u>
6	<u>Ensure that resource requests are routed to the EOC with adequate detail.</u>
7	<u>Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>

Formatted Table



4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

- Formatted: No bullets or numbering

Primary: Bonner Springs Police Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Ensure that resource requests are routed to the EOC with adequate detail.
6	Provide traffic control and security for distribution and warehousing facilities.
7	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).

Formatted Table



2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
Primary: Bonner Springs Public Works	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>
6	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
4	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
5	<u>Ensure that resource requests are routed to the EOC with adequate detail.</u>

Formatted: No bullets or numbering

Formatted Table



6	<u>Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.</u>
7	<u>Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
Primary: City of Bonner Springs	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>
6	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in</u>

Formatted: No bullets or numbering

Formatted Table



	<u>the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Gather and report information regarding resource support activities and report them to the County EOC as soon as possible.</u>
<u>6</u>	<u>Provide available resources and support to the County's operations.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Primary: City of Edwardsville</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>

Formatted: No bullets or numbering

Formatted Table



<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Gather and report information regarding resource support activities and report them to the County EOC as soon as possible.</u>
<u>6</u>	<u>Provide available resources and support to the County's operations, including the listing of available personnel who speak foreign languages.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Primary: Community Emergency Response Team</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>

Formatted: No bullets or numbering

Formatted Table



4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Coordinate the Volunteer Registration Center (VRC) to identify, deploy, use, support, dismiss and demobilize spontaneous unaffiliated volunteers.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Primary: Edwardsville Fire Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the

Formatted: No bullets or numbering

Formatted Table



	<u>accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>7</u>	<u>Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function</u>
<u>6</u>	<u>Ensure that resource requests are routed to the EOC with adequate detail.</u>
<u>7</u>	<u>Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



Primary: Edwardsville Police Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Ensure that resource requests are routed to the EOC with adequate detail.</u>
<u>6</u>	<u>Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.</u>
<u>7</u>	<u>Provide traffic control and security for distribution and warehousing facilities.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>

Formatted: No bullets or numbering

Formatted Table



2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

Primary: Edwardsville Public Works	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Ensure that resource requests are routed to the EOC with adequate detail.
6	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
7	Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.
8	Assist with resource transportation issues including transportation resources that are accessible to those with functional and access needs...
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.

Formatted Table



4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

Primary: Kansas City Kansas Housing Authority	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Provide assistance in locating suitable housing resources for those affected by the event taking functional and access needs of the population needing housing into consideration.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in Emergency management training and exercises
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted Table



Formatted: No bullets or numbering

Formatted Table

Primary: KCK Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>7</u>	<u>Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Provide guidance regarding safety issues pertinent to facilities utilized for the resource support function</u>
<u>6</u>	<u>Ensure that resource requests are routed to the EOC with adequate detail.</u>
<u>7</u>	<u>Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	



1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

Primary: KCK Police Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Ensure that resource requests are routed to the EOC with adequate detail.
6	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations, including the listing of available personnel who speak foreign languages.
7	Provide traffic control and security for distribution and warehousing facilities.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all

Formatted Table



	involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

Primary: Unified Government Building & Logistics Division	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
7	Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.).
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.).
5	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
Recovery (Post Event) Actions for ESF 7 - Resource Support	

Formatted Table



1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Primary: Unified Government Human Resources	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.

Formatted: No bullets or numbering

Formatted Table



5	<u>Coordinate the identification, acquisition, and distribution of personnel to support disaster operations.</u>
6	<u>If necessary, recruit and hire personnel to meet emergency staffing needs (excluding contractors)</u>
7	<u>Work with the Emergency Management Department through ESF 5 to ensure 24-hour staffing for the EOC.</u>
8	<u>Develop an inventory list of essential department personnel requirements and sources/vendors that may be used in an emergency.</u>
9	<u>Work with the Finance Coordinator to maintain purchasing and financial records of all expenditures for response and recovery activities.</u>
10	<u>Assist with personnel issues related to the emergency event</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Return staffing to normal levels</u>
6	<u>Assist with personnel issues related to the emergency event</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
Primary: Unified Government Public Works	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>

Formatted: No bullets or numbering

Formatted Table



6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Ensure that resource requests are routed to the EOC with adequate detail.
6	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
7	Assist with resource transportation issues, including transportation resources that are accessible to those with functional and access needs.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Primary: Unified Government Purchasing	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

Formatted Table



<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>7</u>	<u>Coordinate the procurement and distribution of supplies and resources available to support emergency response and recovery activities.</u>
<u>8</u>	<u>Ensure emergency contracts are in place to prevent resource shortages in an emergency</u>
<u>9</u>	<u>Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.</u>
<u>10</u>	<u>Establish procedures for procurement of emergency supplies and equipment not covered in existing County codes and emergency procedures.</u>
<u>11</u>	<u>Determine locations and procedures for managing staging areas, distribution centers, warehouses, etc. Assure that distribution centers are accessible to those with functional or access needs.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Coordinate the procurement and distribution of supplies and resources available to support emergency response and recovery activities.</u>
<u>6</u>	<u>Determine locations and procedures for managing staging areas, distribution centers, warehouses, etc. Assure that distribution centers are accessible to those with functional or access needs.</u>
<u>7</u>	<u>Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.</u>
<u>8</u>	<u>In coordination with the EOC Team, determine priorities for procurement and distribution of supplies and equipment.</u>
<u>9</u>	<u>Coordinate with ESF 5 to issue local disaster declaration when it is known that outside resource support assistance will be needed</u>
<u>10</u>	<u>Follow provisions of Unified Government Code 3-106, Emergency Procurement in applicable emergency situations.</u>
<u>11</u>	<u>Assist in locating, and if necessary, managing facilities needed to support emergency resource support operations.</u>



<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>6</u>	<u>Maintain an inventory system to track supplies used in the disaster. This listing should include supplies needed by those with functional or access needs such as the medically fragile and children.</u>
<u>7</u>	<u>Identify unused resources in the community and coordinate re-distribution</u>
<u>8</u>	<u>Coordinate disposal/re-distribution of unused supplies.</u>
<u>9</u>	<u>Stand down any facilities no longer in use.</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Ensure emergency contracts are in place to prevent resource shortages in an emergency</u>
<u>4</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>5</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Primary: Wyandotte County Emergency Management</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>7</u>	<u>Prepare and distribute exercise schedule to support the Emergency Operations Plan, including ESF #7 activities.</u>

Formatted: No bullets or numbering

Formatted Table



8	<u>Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF</u>
9	<u>Establish Points of Distribution across the county assuring that accommodations for individuals with functional and access needs are made when selecting and operating such distribution points.</u>
10	<u>Ensure all ESFs (particularly ESF 13) are aware of credentialing policies so that authorized personnel will have access to critical or limited access sites following an incident.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Establish Points of Distribution across the county assuring that accommodations for individuals with functional and access needs are made when selecting and operating such distribution points.</u>
4	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
5	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
6	<u>Ensure all ESFs (particularly ESF 13) are aware of credentialing policies so that authorized personnel will have access to critical or limited access sites following an incident.</u>
7	<u>Provide initial notification for ESF 7</u>
8	<u>Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF</u>
9	<u>Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
6	<u>Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF</u>
7	<u>Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>



2	Participate in Emergency management training and exercises
3	Maintain directory of Resource Inventories for all ESF sections. The directory will include a point of contact and location of each inventory for each operation area for each ESF
4	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
5	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

Primary: Wyandotte County Public Health Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.
6	Provide plans, job action sheets and just-in-time training to run the Local Distribution Site (LDS)
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable

Formatted Table



	<u>surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted: No bullets or numbering

<u>Primary: Wyandotte County Sheriff's Office</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>
6	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
4	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
5	<u>Ensure that resource requests are routed to the EOC with adequate detail.</u>
6	<u>Provide traffic control and security for distribution and warehousing facilities.</u>
7	<u>Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking</u>

Formatted Table



	<u>care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-

Formatted: No bullets or numbering

Supporting: American Red Cross	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>3</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>4</u>	<u>Participate in Emergency management training and exercises</u>
<u>5</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Provide personnel and resources to support emergency operations assuring that the needs of individuals with functional and access needs are considered. .</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>

Formatted Table



2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: Federal Emergency Management Agency	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking

Formatted: No bullets or numbering

Formatted Table



	<u>care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-

Formatted: No bullets or numbering

Supporting: Humane Society of Greater Kansas City

Formatted Table

<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>



2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
Supporting: Kansas Division of Emergency Management	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>
6	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
4	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	

Formatted: No bullets or numbering

Formatted Table



1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: KCK Police Department, Animal Control	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.

Formatted: No bullets or numbering

Formatted Table



<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Supporting: Providence Medical Center</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all</u>

Formatted: No bullets or numbering

Formatted Table



	<u>involved agencies relevant to the resource support function.</u>
5	<u>Provide personnel and supplies to support emergency operations.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
Supporting: The Salvation Army	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
3	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
4	<u>Participate in Emergency management training and exercises</u>
5	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
4	<u>Use the WebEOC, Crisis Information Management System, to capture information from all</u>

Formatted: No bullets or numbering

Formatted Table



	<u>involved agencies relevant to the resource support function.</u>
5	<u>Provide personnel and supplies to support emergency operations.</u>
6	<u>Coordinate Donations Management function.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
6	<u>Coordinate Donations Management function.</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<i>Supporting: The University of Kansas Hospital</i>	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
5	<u>Participate in Emergency management training and exercises</u>
6	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that</u>

Formatted: No bullets or numbering

Formatted Table



	reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Provide personnel and supplies to support emergency operations.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: Unified Government Accounting Division	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.

Formatted: No bullets or numbering

Formatted Table



3	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
4	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
3	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
4	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
5	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
2	<u>Participate in Emergency management training and exercises</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
Supporting: Unified Government Area Agency on Aging	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
3	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
4	<u>Participate in Emergency management training and exercises</u>
5	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
2	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
3	<u>Document all costs and expenses associated with response and recovery activities taking</u>

Formatted: No bullets or numbering

Formatted Table



	<u>care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Provide specially trained personnel, as well as supplies, equipment and transportation resources for the area's senior populations as well as functional and access needs populations.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>

-

<u>Supporting: Unified Government Clerk's Office</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable</u>

Formatted Table



	<u>surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Assist with record-keeping and information management.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Supporting: Unified Government Community Development</u>	
<u>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	

Formatted: No bullets or numbering

Formatted Table



1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
3	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: Unified Government Legal	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
7	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.

Formatted: No bullets or numbering

Formatted Table



3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
6	When necessary, serve as a liaison with the State Attorney General's Office and Federal Office of the Inspector General and the State ADA Coordinator.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
6	If requested, provide advice to the Resource Support coordinators on contracts, emergency hiring, and other legal issues.
7	When necessary, serve as a liaison with the State Attorney General's Office and Federal Office of the Inspector General and the State ADA Coordinator.
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: Unified Government Liveable Neighborhoods	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to

Formatted: No bullets or numbering

Formatted: Normal

Formatted Table



	the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
5	Assist with the provision of resources and supplies
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
Mitigation Actions for ESF 7 - Resource Support	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: Unified Government Public Safety Business	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the

Formatted: No bullets or numbering

Formatted Table



	<u>accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.</u>
<u>5</u>	<u>Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.</u>
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>2</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>3</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>4</u>	<u>Participate in After Action Reports and critiques</u>
	<u>Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.</u>
<u>5</u>	<u>Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.</u>
<u>6</u>	<u>Assist with the provision of resources and supplies to support emergency response and recovery operations assuring that all educational materials and news announcements are available to those who speak a main language other than English.</u>
<u>Mitigation Actions for ESF 7 - Resource Support</u>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



Formatted: No bullets or numbering

Formatted Table

Supporting: Volunteers Active in Disasters (VOAD)	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>4</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.</u>
<u>5</u>	<u>Participate in Emergency management training and exercises</u>
<u>6</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>3</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>4</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>5</u>	<u>Provide personnel and supplies to support emergency operations.</u>
<u>6</u>	<u>Coordinate the Volunteer Registration Center (VRC) to identify, deploy, use, support, dismiss and demobilize spontaneous unaffiliated volunteers.</u>
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Provide ongoing status reports as requested by the ESF Coordinator(s).</u>
<u>2</u>	<u>Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.</u>
<u>3</u>	<u>Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.</u>
<u>4</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>5</u>	<u>Participate in After Action Reports and critiques</u>
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
<u>1</u>	<u>Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.</u>
<u>2</u>	<u>Participate in Emergency management training and exercises</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the</u>



	accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
Supporting: Wyandotte County Treasurer's Office	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
4	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
5	Participate in Emergency management training and exercises
6	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
3	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
4	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Provide ongoing status reports as requested by the ESF Coordinator(s).
2	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
3	Use the WebEOC, Crisis Information Management System, to capture information from all involved agencies relevant to the resource support function.
4	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
5	Participate in After Action Reports and critiques
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Maintain mutual aid agreements and memoranda of understanding with applicable surrounding jurisdictions and private sector partners in support of emergency operations in the resource support function.
2	Participate in Emergency management training and exercises

Formatted: No bullets or numbering

Formatted Table



3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted: No bullets or numbering

AT and I	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques

Formatted Table

ATMOS Energy	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques

Formatted Table

Cingular	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques

Formatted Table

Empire Electric	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.

Formatted Table

Fairfax Drainage District	
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques

Formatted Table

Ferrell Gas	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques

Formatted Table

Kansas City Power and Light	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.

Formatted Table



<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>Kansas Gas Service</u>	
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	Provide personnel and supplies to support emergency operations.
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>KAW Valley Drainage District</u>	
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>Magellan Midstream Partners</u>	
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	Provide personnel and supplies to support emergency operations.
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>Nextel</u>	
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	Provide personnel and supplies to support emergency operations.
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>Rainbow Services Inc.</u>	
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	Provide personnel and supplies to support emergency operations.
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>Southwestern Bell</u>	
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	Provide personnel and supplies to support emergency operations.
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques
<u>Sprint</u>	
<u>Response (During Event) Actions for ESF 7 - Resource Support</u>	
1	Provide personnel and supplies to support emergency operations.
<u>Recovery (Post Event) Actions for ESF 7 - Resource Support</u>	
1	Participate in After Action Reports and critiques

Formatted Table

Formatted Table

Formatted Table

Formatted Table

Formatted Table

Formatted Table

Formatted Table



Time Warner	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques
Unified Government Communications Dispatch	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
Unified Government Human Services	
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques
Westar Energy	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques
Williams Pipeline Company	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide personnel and supplies to support emergency operations.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in After Action Reports and critiques
-	

Formatted Table

Formatted Table

Formatted Table

Formatted Table

Formatted Table

Formatted: No bullets or numbering



4 REFERENCES/ATTACHMENTS

The following reference documents are available from the Emergency Management Department. These documents have been hyperlinked where possible:

- [ICS Forms](#)
 - Resource Request Form (213A)
- [Wyandotte County Multi-hazard Mitigation Plan](#)
- Western Wyandotte County Vulnerability Study, 2009, includes maps depicting pre-identified staging areas, receiving points, and distribution points
- [ESF 7 Regional Coordination Guide](#)

Resource /Contact Lists

In general, detailed contact lists and inventories will not be attached to ESF annexes since this type of information changes constantly. Instead, information is provided as to the department or individual that maintains each type of contact list or inventory.

Contacts:

Contact information, including home and cellular telephone numbers for employees / responders are maintained in two ways in Wyandotte County. Information for all employees is maintained by the agency for which they work. Information for police and fire responders is also maintained by the Public Safety Answering Point so that when emergencies arise, calls / pages can go out quickly. This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information. A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.

Resources:

Information about resources / assets owned and operated by agencies within the United Government are maintained by each agency. This information is not being maintained as a part of this EOP as it changes frequently and Wyandotte County Emergency Management is not the keeper of record for each agency's information. A chart is attached to the EOP that provides a telephone number for the contact who maintains the information.



If additional resources beyond what is available through United Government resources or through normal mutual aid channels, Wyandotte County Emergency Management operates and maintains an active, well-equipped, well-staffed Emergency Operations Center (EOC) capable of obtaining those resources through the ICS request process.

~~Following the April 7, 2010 Full-Scale Exercise “Perfect Storm,” the agency recognized the need to have additional United Government staff trained to work in positions in the EOC. During 2010 and 2011, the Emergency Management Agency undertook a training effort which allowed over 80 additional staff members to be trained to work in the EOC. Among those trained were personnel responsible for Logistics and Finance. This training effort, and the on-going training plan allows Wyandotte County Emergency Management to rely upon the skills of these individuals if resources are needed during a response.~~

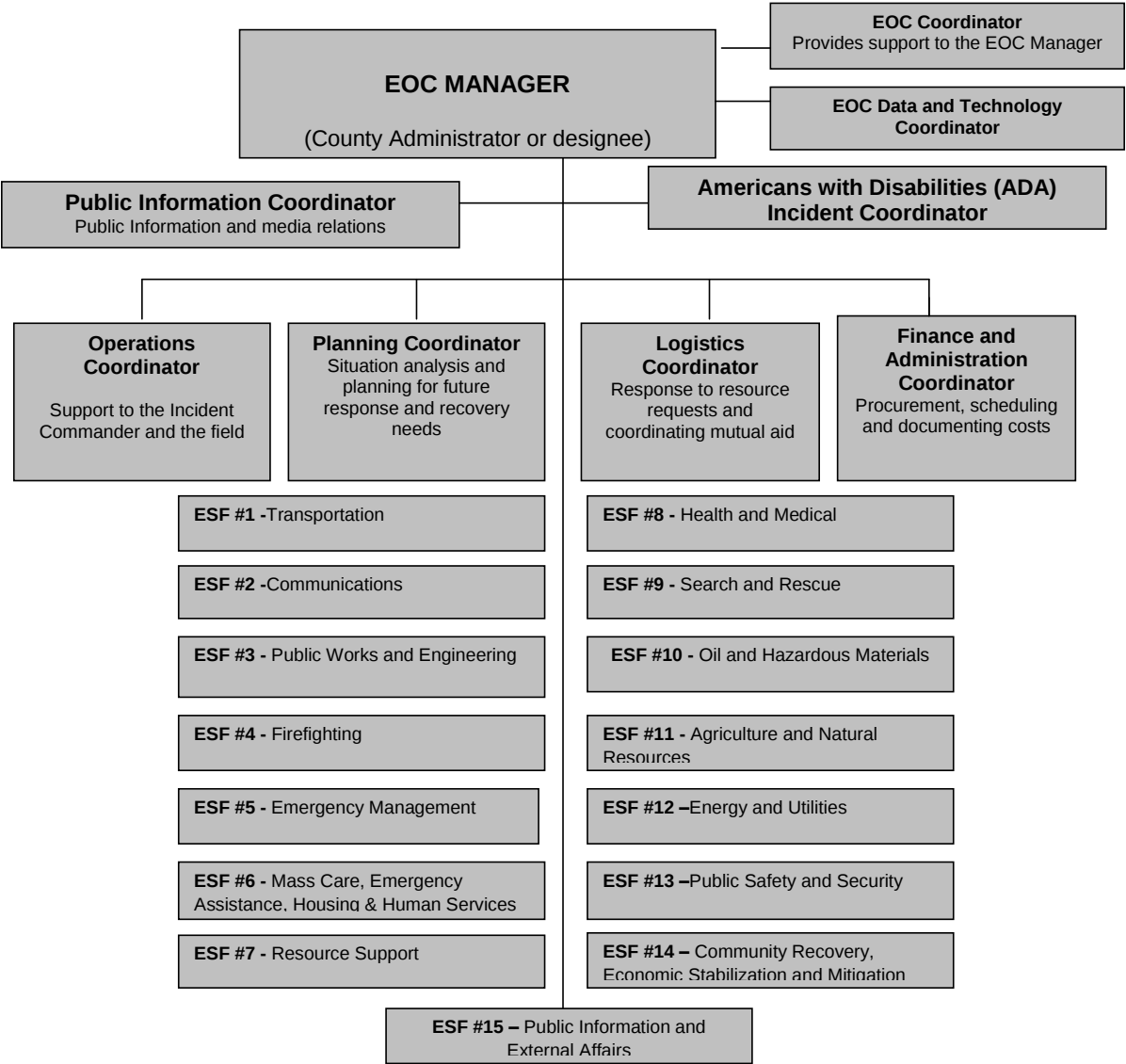
Type of Resource List	Department Maintained By	Title	Phone Number
Pre-disaster contracts for resources	UG Purchasing Department	Procurement Director	913-573-5440
Personnel credentialing	UG Emergency Management	EM Staff	913-573-6300

The following documents are attached to this ESF:

- EOC Organization Chart
- Directory of Resource Inventories
- Generator Power Requirements for Critical Infrastructure and Essential Facilities
- Volunteer Management



4.13.1 EOC Organizational Chart





4.23.2 *Directory of Resource Inventories*

Resource	Inventory Name	Location
Passenger Vehicles	UG Fleet Division	UG Fleet Division
Cargo Vehicles	UG Fleet Division	UG Fleet Division
Debris Removal Vehicles	UG Fleet Division	UG Fleet Division
Personnel	UG Human Resources	KCK City Hall
Warehouse Facilities	UG Dept. of Development	KCK City Hall
Distribution Facilities	UG Dept. of Development	KCK City Hall
Staging Areas	Wyandotte County Vulnerability Study, 2009	UG Emergency Management Dept.
Communications Equipment	UG Dispatch	UG Dispatch
Pumps & Sandbags	2011 Emergency Resources Catalog 2013 Emergency Resources Catalog	Emergency Management Department
Heavy Equipment for Public Works	UG Fleet Division	UG Fleet Division
Materials/Tools (plastic sheeting, shovels, picks, chain saws, axed/hatchets, flashlights, etc.	UG Public Works	UG Public Works
Mass Care Supplies	2011 Emergency Resources Catalog 2013 Emergency Resources Catalog ; American Red Cross; The Salvation Army	Emergency Management Department; American Red Cross; The Salvation Army
Industrial Lighting Equipment	UG Public Works	UG Public Works
Portable Generators	UG Fleet Division	UG Fleet Division
Medical Supplies and Pharmaceuticals	WY Co Public Health	WU Co Public Health Dept
Equipment Operators	UG Fleet Division	UG Fleet Division
Suppliers/Contractors/Vendors	2011 Emergency Resources Catalog 2013 Emergency Resources Catalog	Emergency Management Department
Services/Contracts/Mutual Aid Agreements	2011 Emergency Resources Catalog 2013 Emergency Resources Catalog	Emergency Management Department
Potable Water	UG Public Works	UG Public Works
Portable Toilets/Sanitation Supplies	UG Public Works	UG Public Works
Fuel/Fueling Stations	UG Fleet Division	UG Fleet Division
Technology to Support Emergency Operations	UG DOTS Department	UG DOTS Department
Critical Facilities w/ Priority for Restoration	WY CO Emergency Management	WY CO Emergency Mgmt
Utility Providers/customers served	2011 Emergency Resources Catalog 2013 Emergency Resources Catalog	Emergency Management Department
Resources in Adjacent Jurisdictions	2011 Emergency Resources Catalog 2013 Emergency Resources Catalog	Emergency Management Dept



4.33.3 Generator Power Requirements for Critical Infrastructure and Essential Facilities

Facility Name	Physical Address	City	Voltage 120/240/480	Phase Single/3	Kilowatt (KW) Rating
Wyandotte County Jail	710 N. 7th St.	Kansas City			1000 KW
911 Dispatch Center	6743 Riverview Ave.	Kansas City			80KW
City Hall	701 N. 7th St.	Kansas City			200KW
City Hall	701 N. 7th St.	Kansas City			200KW
PHD	619 Ann Ave.	Kansas City			50KW
WPC	50 Market St.	Kansas City			175 KW
WPC	50 Market St.	Kansas City			100KW
WPC	50 Market St.	Kansas City			60KW
WPC	50 Market St.	Kansas City			30KW
WPC	50 Market St.	Kansas City			25KW
WPC SWPS02	50 Market St.	Kansas City			600 KW
WPC TP02	50 Market St.	Kansas City			80 KW
Fire Station #2	6241 State Ave.	Kansas City			100KW
Fire Station #9	1100 Central Ave.	Kansas City			100KW
Fire Station #19	1011 North 80th Terr.	Kansas City			100KW
Fire Station #6	9400 State Ave.	Kansas City			100KW
Bonner Springs FD	13001 Metropolitan Ave.	Bonner Springs			80KW
Bonner Springs Water Treatment Plant	12401 Kaw Dr.	Bonner Springs			250KW
Bonner Springs Water Treatment Plant	12401 Kaw Dr.	Bonner Springs			80KW



4.4.3.4 Volunteer Management

Lead Agency:	Wyandotte County Emergency Management
Support Agencies:	Community Emergency Response Teams (CERT) Radio Amateur Civil Emergency Service (RACES)
Partnering Agencies:	Wyandotte County <u>Greater Kansas City</u> American Red Cross <u>The</u> Salvation Army United Way <u>Wyandotte County</u> Public Health Department Wyandotte County Public Safety Departments

I. Purpose and Scope

Through preparation and participation in the development of a volunteer disaster response, the Unified Government of Wyandotte County/Kansas City Kansas Emergency Management Department leadership has embraced the benefits of a planned, systematic and professional approach to incorporating spontaneous, unaffiliated volunteers into disaster response. An exercised volunteer management process initiated by the Kansas City Metro Community Organizations Active in Disasters (KC ~~W~~EOAD) Volunteer Reception Center (VRC) is in place for the Kansas City Metro area. The Wyandotte County Volunteer Registration Center (VRC) process is tailored to meet identified specific needs for Wyandotte County disasters.

The KC ~~W~~EOAD Volunteer Reception Center will be used for regional responses and those incidents for which numerous volunteers are required for the entire Kansas City Metropolitan area as identified by the Mid America Regional Council jurisdictions. The Wyandotte County VRC may also be used in cooperation with the KC ~~W~~EOAD VRC, if requested.

A spontaneous or unaffiliated volunteer can become a registered volunteer for the Wyandotte County Emergency Management Department upon completion of the assessment and registration process at the VRC.

II. Situation and Assumptions

Emergency managers, first responders and leaders of the voluntary organizations who respond to disasters know that when a major event occurs, volunteers will come. When this happens with little planning beforehand, results have often been described as a “disaster within a disaster.”



By going through the VRC process, Emergency Management knows: (1) How many volunteers have responded, (2) What skills and training they have had, (3) The need for additional volunteers or if there are too many volunteers, (4) Who will be supervising the volunteers, (5) Knowledge if a volunteer is injured while responding, and (5) Tracking of volunteers.

VRC provides a specific location, staffed by skilled volunteer managers capable of screening, interviewing, registering and referring spontaneous/unaffiliated volunteers. Documentation of volunteers permits a dollar value to be placed on donated services. The VRC concept encourages collaboration, planning and implementation to meet first responder's needs.

III. Concept of Operations

The National Incident Management System (NIMS) and the Incident Command System (ICS) protocols will be utilized at the VRC and will be incorporated into its operations.

➤ Staffing:

The Wyandotte County Emergency Management Department has designated the Community Emergency Response Team (CERT) to serve as the staff for VRC activation and operations. CERT is trained volunteers dedicated to responding by the Emergency Management Department to incidents within Wyandotte County or deployed to disasters through the Emergency Management Department.

Upon arriving at the Volunteer Registration Center, staff will immediately check in with the Planning/Administration Section Chief. Checking out or leaving the Volunteer Registration Center will also be through the Planning/Administration Section Chief.

➤ Facility:

Emergency Management will find several Wyandotte County locations suitable for housing the Volunteer Registration Center.

A sample set up of the Volunteer Registration Center has been provided as an attachment to this document. However, individual facility set up will be determined by the amenities offered by that location, for example; electrical outlets, entrance and exit doors, access to parking, security and safety issues.

Facility set up will be overseen by the Volunteer Registration Center Logistics Section Chief in collaboration with the Emergency Management Department.



➤ **Security:**

Security for the Volunteer Registration Center will be provided by the Emergency Management Department.

➤ **Data Management:**

Volunteer Registration Center data management will be overseen by the VRC Operation Section Chief through the Information Gathering/Assignment Division Supervisor.

Forms will be made available by the Emergency Management Department and will consist of:

- Registration Form
- Release of Liability Statement
- Referral Form
- Safety Training for Volunteers
- Volunteer Instructions

Copies of these forms are attachments to this document.

The Data Management station will maintain an excel spreadsheet or Access database composed of volunteer information, contact information, referral information, volunteer hours by volunteers and CERT staff.

➤ **Safety Education:**

The Safety Education station will go over standard safety instructions with volunteers who will deploy to an incident. The volunteer will sign the form and return the signature portion to the Safety Education Staff.

The Emergency Management Department will provide any specific recommendation safety requirements to be explained to the volunteer by the Safety Education staff. Wyandotte County Health Department will provide any specific recommended safety requirements for health related incidents.

➤ **Credentialing:**

Credentials will be created at the Volunteer Registration Center which the volunteers must wear on them and/or show to the disaster site point of contact. The disaster site point of contact will check the badge along with the referral form. The referral form will remain with the site point of contact and be returned to the Emergency Management Department.

Credentials will be site and date specific. Credentials might be required by security at the disaster site for entrance into the site.



Credentials for public health emergencies/incidents will not be created at the Volunteer Registration Site as they are supplied by the Public Health Department.

➤ **Communications:**

The Site Commander at the VRC will attend periodic briefings by the Emergency Management Department on the status of response and recovery as it impacts the operation of the VRC.

The Communications Division Supervisor will monitor all communications (radio, WebEOC, etc.) and is the main communicator for the VRC and the site commander between the Volunteer Registration Center and Emergency Management Department.

Emergency Management will alert, through WebEOC, radio, landline/cell phones, specific jobs needed at the disaster site for volunteers and the number of volunteers needed to fulfill the job requirements.

➤ **Transportation:**

Volunteers are responsible for their own transportation to the VRC and incident area, however, volunteers may be asked not to drive their own vehicles into impacted areas for security and safety reason. The Emergency Management Department will assess the needs for public transportation and coordinate with the Volunteer Registration Center and the incident area.

➤ **Public Announcements:**

Emergency Management will coordinate with communication systems, such as 211 and 311 and possibly various communications outlets, to alert spontaneous and unaffiliated volunteers with pertinent details and information for reporting to the Volunteer Registration Center.

All media public information announcements will be disseminated by the Wyandotte County Joint Information Center (JIC) and **NOT** by Volunteer Registration Center staff. Media personnel will be directed to the JIC for public information.

Donation Management will not be part of the Volunteer Registration Center operations. Donations will be referred to the Salvation Army.

➤ **Supplies/Equipment:**

A list of supplies and equipment that is needed is included in this document as an attachment.

Supplies and equipment are provided for the Volunteer Registration Center by the Emergency Management Department.



➤ **Training/Exercise:**

Operations at the Volunteer Registration Center will be exercised or trained annually. These may be separate exercise and training opportunities or done during CERT monthly meetings.

➤ **Positions**

The steps of the VRC process are organized as functions. The size of the VRC staff is dependent upon the extent, severity and duration of the incident.

Functions:

- Orientation and Registration
- Interview
- Assignment
- Data Management
- Safety Education
- Credentials

Supervisory Positions:

Command Staff:

- Site Commander
- Safety Officer

General Staff:

- Operation Section Chief
- Logistics Section Chief
- Planning/Administration Section Chief

Divisions:

- Information Gathering/Assignment Division
- Security Division
- Exit Division
- Communication Division
- Transportation Division

Operation Team Positions:

- Orientation & Registration
- Interview
- Assignment
- Data Management
- Safety Education
- Credentials
- Runners (as needed)



2012 Emergency Operations Plan

ESF 7—Resource Support

Duties:

Site Commander:

- Overall command and control
- Maintains liaison with EOC
- Conducts VRC briefings

Safety Officer:

- Ensures team safety
- Advises Site Commander on safety issues

Operation Section Chief:

- Manages the Operations Section
- Works closely with Command and General Staff to coordinate VRC activities

Logistics Section Chief:

- Manages the Logistics Section
- Provides support and services:
 - Communications
 - Transportation

Planning/Administration Section Chief:

- Timekeeper for VRC workers
- Assigns VRC workers to shifts
- Coordinates resources with Site Commander
- Documents VRC activity
- Supervises with Site Commander VRC Demobilization

Teams: Operations

Information Gathering/Assignment Division Leader

- Manages Information Gathering/Assignment
- Requests supplies, if needed, from Planning/Administration Section Chief
- Acts as a “runner” for team members

Team Members:

Orientation & Registration Station

- Greets volunteers
- Helps volunteers fill out registration form
- If volunteers request to help Private Not-for Profit (PNP) agencies, will refer them to Point of Contact (POC)



Interview Station

- Confirms completion of the registration form
- Determines suitability and skills of volunteers for tasks requested by EOC
- If volunteer skills do not match, will send them to Data Management
- Monitors WebEOC Mission Task Board

Assignment Station

- Matches skills with tasks
- Assigns volunteer, includes reporting site and POC information
- Determine reporting schedule
- Completes Registration Form with assignment details for Data Mgmt
- Completes WebEOC Mission Task Board

Data Management Station

- Maintains database with volunteer information and assignment data
- Maintains database of those not being assigned for future possible assignment
- Projects tasks on screen (if available)

Exit Division Leaders

- Manages Safety Education and Credentialing stations for assigned volunteers
- Acts as “runner” for team members

Team Members:

- Safety Education Station
 - Explains specific safety requirement needed for assigned task
 - Verifies signature on Safety Form
- Credentials Station
 - Produces badges, if required, for all assigned volunteers
 - Compiles all paperwork, if needed, gives to Exit Division Leader

Security Division

- Maintains VRC internal and external security

Teams: Logistics

Communications Division

- Determines communications for VRC
- Maintains communications equipment
- Works with R.A.C.E.S., if determined
- Communicates with EOC and briefs Site Commander on important issues

Transportation Division

- Maintains station outdoors
- Supervises bus, etc. transportation



➤ **Appendices:**

- A - POCs of PNPs
- B - ICS Diagram
- C - Operations Flow Chart
- D - Equipment List
- E - Sample Diagram of room set up
- F – Volunteer Registration Form
- G – Volunteer Referral Form
- H – Volunteer Release of Liability Form
- I – Safety Training for Volunteers
- J – Volunteer Instructions



Appendix A to Attachment 3.44.8 – Volunteer Management

Wyandotte County American Red Cross - 1600 Washington Blvd, Kansas City Kansas 66102

~~Jennifer Tarwater~~ Leslie Thomas

Work: ~~913-321-6314~~, extension ~~111~~ 816-841-5286

Cell: ~~816-225-6823~~ 816-225-6823

~~targwaterj@usa.redcross.org~~ leslie.thomas3@redcross.org

Formatted: Font: 11 pt

The Salvation Army –

6732 State Ave, KCK 66102

1100 E Truman Rd, KC MO 64106

~~Richard Forney~~ Timothy Best

~~Dee Skukert~~

913-232-5461 913-232-5400

~~816-471-4337~~ 816-756-1455

~~Richard.forney@usc.salvationarmy.org~~ Tim_Best@usc.salvationarmy.org

dee_skukert@usc.salvationarmy.org

~~Greater Kansas City~~ Medical Reserve Corp. of Greater Kansas City – ~~MARC, 600~~

~~Broadway~~ 8250 NE Underground Drive, Unit 132C, KC MO 6416105

~~Donna Martin~~ Nola Bienhoff

~~dmartin@marc.org~~ yourmrckc@gmail.com

Formatted: Font: (Default) Times New Roman, Underline

United Way of Wyandotte County – 434 Minnesota Ave, KCK 66101

~~Diane Hentges~~

Work: 913-371-3674

dhentges@unitedway-wyco.org

Wyandotte County Public Health Department – 619 Ann Ave, KCK 66101

Gay Hall

Work: 913-573-6740

Cell: 913-449-3451

ghall@wycokck.org

Heart to Heart International – 401 South Clairborne Rd, Olathe KS 66062

913-764-5200

Catholic Charities Volunteer Center – 9750 West 87 St, Overland Park, KS 66212

913-648-5160

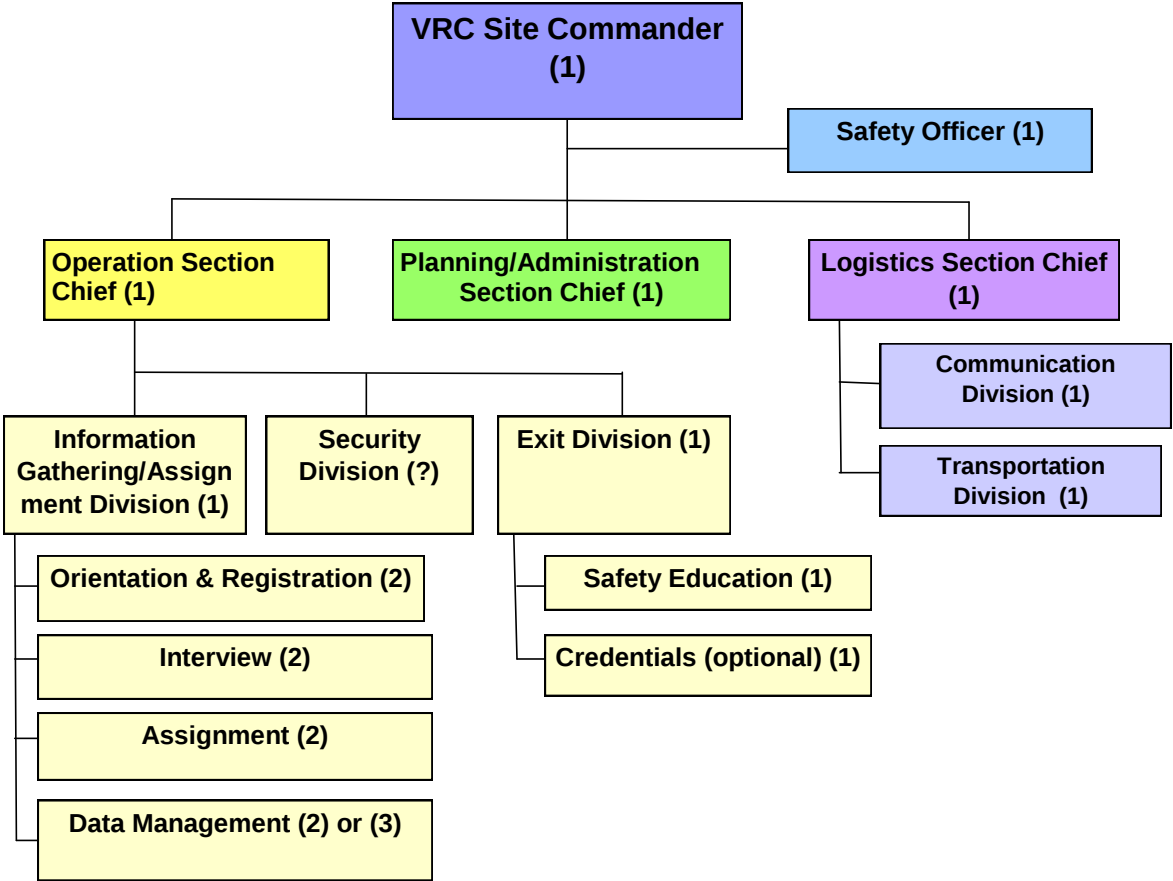
Harvesters – 3801 Topping Ave, KC MO

816-929-3084 (Garden)

816-921-3505 (Community Food)



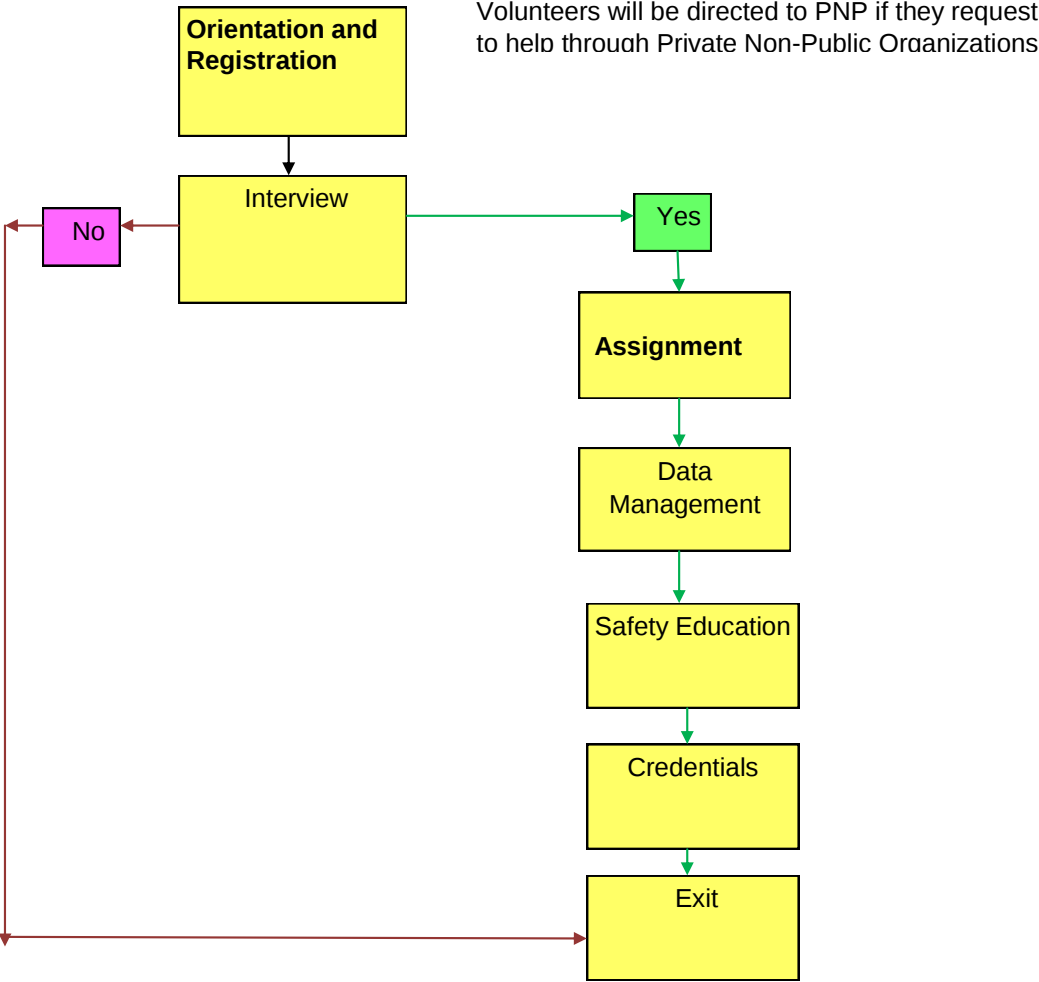
Appendix B to Attachment ~~3.44.8~~ – Volunteer Management



Requires a minimum staffing of 20,
excluding security requirements.



Appendix C to Attachment 3.44.8— Volunteer Management





Appendix D to Attachment 3.44.8 – Volunteer Management

Current Equipment:

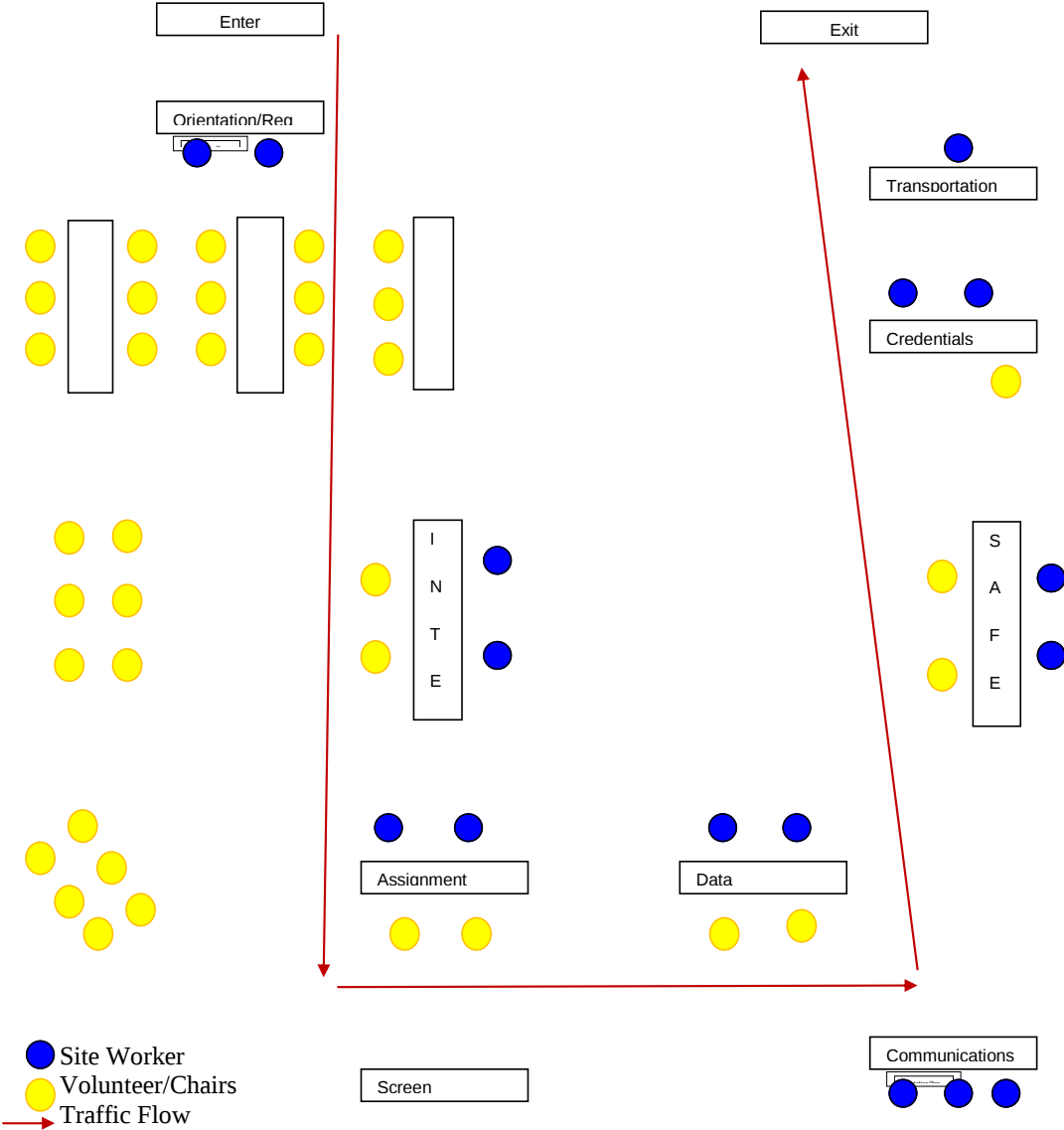
- 5 Computers – (Station Uses: 2-Data Management, 2-Assignment, 1 Communications)
- 1 Projector – (Station Uses: Assignment)
- 2 Printers – (Station Uses: 1-Data Management, 1-Communications)

Possible Equipment:

- Badging Machine w/supplies (computer, camera, printer)
- Radios
- Forms
- Signage
- Power Strips
- Power cords
- Pens
- Markers
- Blank Paper
- Vests (CERT members wear CERT vests)
- Projector Screen
- Bull Horn
- Nitrile gloves (one box)



Appendix E to Attachment 3.44.8 – Volunteer Management





Appendix F to Attachment 3.44.8 – Volunteer Management

Name _____ Birth Date _____ Age _____

Home Address _____ City/State/Zip _____

Day Phone _____ Evening Phone _____ Cell phone _____

Emergency Contact _____ Relationship _____ Phone _____

Your Occupation _____ Employer _____

Do you have health limitations? Please explain _____

Are you currently affiliated with a disaster relief agency? _____

If yes, name of agency _____

Do you have previous Disaster Relief training Yes _____ No _____

If yes, please explain _____

Special skills and/or vocational/disaster training _____

Have you ever been convicted of a felony or been incarcerated? Yes _____ No _____

If yes, please explain _____

SKILLS: Please check all that apply

Medical: Doctor _____ Nurse _____ Emergency Med _____ Mental Health _____ Veterinarian _____

Communications: Ham Operator _____ Hotline Operator _____

Language other than English: French _____ German _____ Italian _____ Spanish _____ Other _____

Office Support: Clerical _____ Data Entry _____ Phone Receptionist _____

Services: Food _____ Elderly Assistance _____ Child Care _____ Spiritual Counseling _____

Social Work _____ Search/Rescue _____ Auto repair/towing _____ Traffic control _____
Animal Care _____

Structural: Damage assessment _____ Construction _____ Please explain _____



**2012 Emergency
Operations Plan**

ESF 7—Resource Support

Transportation: Car__ Van__ ATV__ Own Truck__ Own Boat__ Wheelchair transport__

Commercial Driver Class/License #_____

Labor: Loading/Shipping_____ Sorting/Packing_____ Clean up_____

Operate equipment: Backhoe__ Chainsaw__ Generator__ Other_____

Other Skills:

Signature _____

Date _____



Appendix G to Attachment ~~3.44.8~~ – Volunteer Management

PRINT

Name of Volunteer _____ Date _____

Report to this site _____

Directions to site (if needed) _____

Report to: _____ Contact Phone Number _____

Title/Job Description _____

Date & Hours volunteer will work _____

Volunteer: Present this form along with VRC credentials to the disaster site coordinator

VRC Staff Initials: Assignment _____ Data Management _____ Safety Ed _____

Site Commander: Please return this form to Wyandotte County Emergency Management



Appendix H to Attachment 3.44.8 – Volunteer Management

Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release indemnify and hold harmless Unified Government of Wyandotte County/Kansas City Kansas, State of Kansas, the organizers, sponsors and supervisors of all disaster preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster relief activity. In addition, disaster relief officials have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me during disaster relief efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Kansas, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature _____ Date _____

Signature of Parent/Guardian if under 18 _____ Date _____

(TO BE CRITIQUED, ALTERED, BY THE UG LEGAL DEPT)



Appendix I to Attachment 3.44.8 – Volunteer Management

Safety Training for Volunteers

(Presenter: Be sure to edit this training for the specific incident)

Thank you for volunteering!

1. If you will be working outside, dress for the weather. Boots may be helpful, as debris on the ground can be sharp and dangerous.
2. Bring work gloves, sunscreen, hat and any appropriate tools you have. You will be responsible for your tools.
3. Water may be available at your work site, but you are encouraged to bring a personal water container. It is important to drink lots of water while you work.
4. While working, you will have a higher than normal exposure to bacteria. When you take a break, wash thoroughly.
5. The work you will be doing may cause you stress, anxiety, fear or other strong emotions. You are providing a valuable service by volunteering today. Please understand that, by helping, we will not be able to undo the effects of this event. We are each just one person. All we can do is help in our own small way to assist victims into the recovery process. If you care for one lost animal, find one child's lost favorite toy, or hold the hand of one wheelchair bound senior in a shelter, you will have eased a little of the pain.

Do not feel guilty because you are not able to fix everything. Just work your shift, then go home to rest and eat well. Both will help to relieve the stress.

6. Older children can help with disaster recovery work in some areas, but parents MUST sign a release of liability form for each child under the age of 18. It is recommended that children remain in school, if it is open. Older children can participate with parents on weekends.
7. In case you are injured, it is best to rely on your own health insurance policy. If you are volunteering under the direction of a government entity, you might be covered by their Workers Compensation policy. It's best to ask questions and not make any assumptions about health/accident coverage.
8. **Follow carefully any instructions given to you at your job site.**
9. **Please attend any debriefing activity provided at your worksite after your shift.**

I have read and understand these safety instructions and precautions.

Signature_____ **Date**_____



Appendix J to Attachment 3.44.8 – Volunteer Management

VOLUNTEER INSTRUCTIONS

1. Reception Area: Please fill out a registration form and proceed as directed to an interviewer.
2. Interview Area: An Interviewer will talk with you about your skills and either send you to the assignment desk OR be sure that the information is correct so that you may be recalled for other shifts, etc.
3. Assignment Area: Assignment coordinators match you to a specific job assignment. He will complete a Volunteer Referral Form and initial the form so that you can take with you through the next stations at the VRC and to the disaster site coordinator.
4. Data Management Area: A Data Management coordinator will take your Registration Form and record your information in the data system. He will initial the Volunteer Referral Form and send you to the Safety Education coordinator.
5. Safety Education: This coordinator will brief you on safety precautions and will give you special instructions concerning security and transportation.
6. Credentials: This coordinator will create a disaster specific badge/credential for you to wear to the job site. Credentials for public health emergencies will be provided by the Public Health Department.
7. Transportation: If transportation is being provided from the VRC to the job site, this coordinator will provide these instructions.

Thanks for Volunteering!

ESF 7: LOGISTICS

Emergency Support Function (ESF) #7 – Logistics describes regionally available resources and how they may be requested and shared among jurisdictions.

Coordinating Agencies	Local Emergency Management Agencies (EMAs)
Cooperating Agencies	All Local Government Departments and Agencies Assigned Responsibilities in Local Emergency Operations Plans (EOPs) Volunteer Organizations Private Sector Entities and Organizations
State and Federal Agencies	Kansas Division of Emergency Management (KDEM) Missouri State Emergency Management Agency (SEMA) Federal Emergency Management Agency (FEMA) Others State and Federal Departments and Agencies Assigned Responsibilities in State/Federal Emergency Plans

Agency roles are described in Section VI – Organization & Assignment of Responsibilities

TABLE OF CONTENTS

I. PURPOSE	3
II. SCOPE.....	4
III. SITUATION OVERVIEW	6
IV. PLANNING ASSUMPTIONS	10
GENERAL ASSUMPTIONS.....	10
V. CONCEPT OF OPERATIONS.....	11
REQUESTING & DEPLOYING RESOURCES	11
VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	16
COORDINATING AGENCIES (LOCAL EMAS).....	16
COOPERATING AGENCIES.....	17
ALL COORDINATING AND COOPERATING AGENCIES	17
VII. ATTACHMENTS.....	18
ATTACHMENT A. REGIONAL COORDINATION GUIDE SUMMARY	19
ATTACHMENT B. FIRST HOUR CHECKLIST FOR REGIONAL EMERGENCIES – LOGISTICS	23
ATTACHMENT C. REGIONAL RESOURCE REQUEST BOARD	24
ATTACHMENT D. SAMPLE MUTUAL AID AGREEMENT & RESOURCE REQUEST FORMS	25
SAMPLE “ACTUAL INCIDENT AGREEMENT” FORMS.....	33
ATTACHMENT E. KCTEAM ACCOUNTABILITY SYSTEM	37
EMERGENCY MANAGEMENT AGENCY PRE-INCIDENT BADGING POLICY GUIDELINES	38
METROPOLITAN EMERGENCY COMMUNICATION COUNCIL (MECC) PRE-INCIDENT BADGING POLICY GUIDELINES	40
COMMUNITY EMERGENCY RESPONSE TEAM (CERT) PRE-INCIDENT BADGING POLICY GUIDELINES	44

COMPLIANCE NOTE: CPG-101 version 2 indicates the following for all "support annexes" and documents: "for consistency, the recommended structure for all annexes is the same as that of the basic plan." (page 3-15 of CPG-101 vs. 2). In order to eliminate unnecessary redundancy, the ESFs include only those sections that have direct application and relevance to each respective support function. Sections that are not included in each of the ESFs (e.g. Introductory Materials; Admin, Finance, and Logistics; and Plan Development and Maintenance) are addressed in the Base Guide section of the Regional Coordination Guide.

I. PURPOSE

1. As described in the Base Guide of the Regional Coordination Guide (RCG) and summarized in **Attachment A**, the goal of all regional coordination activities conducted in the Kansas City metropolitan area is to ensure jurisdictions have the ability to:
 - a. Exchange and/or Clarify Information
 - b. Develop and Disseminate Common Messages
 - c. Share Available Resources and Assist Impacted Jurisdictions
 - d. Develop a Regional Common Operating Picture
 - e. Participate in the Coordination of Multi-Jurisdictional Actions
 - f. Participate in the Facilitation and Discussions Pertaining to the Prioritization of Resources within the Region
2. Emergency Support Function (ESF) #7 is intended to provide a **general** overview of emergency logistics (i.e. how to request, manage, etc.) in the region, including a description of the process to request and deploy resources purchased through regional homeland security dollars. The discipline or function specific mechanisms for logistics in the RCG will be addressed in each respective ESF, as applicable.
3. ESF #7 describes various mutual aid and assistance agreements and strategies for local jurisdictions in the region. **Attachment D** includes a sample Mutual Aid Agreement (MAA) and Resource Request Forms that can be adapted by each jurisdiction, as necessary.
4. Specifically, ESF #7 describes the following:
 - a. Regionally available resources
 - b. Resource coordination and sharing among jurisdictions
 - c. Procuring resources from outside the Region
 - d. Regional personnel augmentation
 - e. Personnel and resource accountability and badging

II. SCOPE

1. ESF #7 is one component of the RCG, which consists of a Base Guide and fifteen (15) ESFs developed for use by all of the jurisdictions, agencies and organizations in the nine (9) county metropolitan area as described in the Base Guide.
2. ESF #7 is designed to address all-hazards and emergency scenarios with the potential to require some degree of regional coordination as described in the RCG Base Guide and summarized in **Attachment A**.
3. ESF #7 is intended to support, but never supersede, the authorities established in local Emergency Operations Plans (EOPs), and other plans and protocols maintained by both public and private agencies and organizations involved in the execution of ESF #7 related activities.
4. To the extent possible, information contained in the RCG Base Guide and other ESFs will be referenced and not repeated in ESF #7.
5. ESF #7 will address or reference, where appropriate, the following Core Capabilities and desired outcomes associated with ESF #7 related activities. It incorporates the region's 2012 Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA, which builds off the 2010 Regional Capabilities Assessment, re-evaluated the region's threats, hazards, and capabilities against the Core Capabilities outlined in the National Preparedness Goals.

The Regional THIRA expands on existing local and multi-state Hazard Identification and Risk Assessments (HIRAs) and other risk methodologies by broadening the factors considered in the process, incorporating the whole community throughout the entire process and by accounting for important community-specific factors. Copies of both the 2010 Regional Capabilities Assessment Report and THIRA may be obtained from MARC.

Table 1: ESF 7 Core Capabilities

CORE CAPABILITY	ESF #7 – LOGISTICS	OTHER REGIONAL PLANS AND ESFs
Mass Care Services <i>2012 KC THIRA Desired Outcomes, as applicable:</i> <i>Within 12 hours, establish, staff and equip emergency shelters for 10 percent of impacted population and their household pets.</i> <i>By D+7, move from emergency shelters to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return</i>	• Coordinate resources, supplies, and services from core capability providers via contracts, mission assignments, interagency agreements, and donations. • Supports the prioritization, coordination, and communication of mass care resource requirements. • Communicates plans, requirements, and strategies to core capability providers. • Support of requirements for physically accessible sheltering, feeding, and related activities to support survivors of disasters, including individuals with	• ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

CORE CAPABILITY	ESF #7 – LOGISTICS	OTHER REGIONAL PLANS AND ESFs
<i>to their pre-disaster homes.</i>	disabilities.	
Critical Transportation 2012 KC THIRA Desired Outcomes, as applicable: <i>Within 90 minutes of an incident, assess and initiate transportation response priority objectives to provide transportation (including accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment and services into affected areas by identifying transportation resources within the nine-county area prior to a disaster. Identify the need for and request resources from normal mutual aid partners, regional partners and state resources.</i> <i>Establish physical access through appropriate transportation corridors within eight hours for emergency response. Within one hour, identify the need for and request resources from normal mutual aid partners, regional partners and state resources.</i>	Coordination of transportation that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response.	ESF #1 - Transportation
Infrastructure Systems 2012 KC THIRA Desired Outcomes, as applicable: <i>Within 24 hours, local jurisdictions develop and implement stop gap measures to decrease disaster impacts to critical infrastructure, systems and services and begin priority restoration for emergency response, life-sustainment and congregate care services facilities.</i>	Coordination of logistical support to fire, law enforcement and other first response services.	- ESF #4 – Firefighting - ESF #13 – Public Safety & Security
Operational Communications 2012 KC THIRA Desired Outcomes, as applicable: <i>Ensure the capacity for timely interoperable voice and data communications in support of</i>	Coordination of the procurement of communications equipment and services.	ESF #2 - Communications



CORE CAPABILITY	ESF #7 – LOGISTICS	OTHER REGIONAL PLANS AND ESFs
<i>security, situational awareness, and operations by any and all means available between all affected communities, agencies and response entities as dictated by the incident.</i>		
Public and Private Services and Resources <i>2012 KC THIRA Desired Outcomes, as applicable:</i> <i>Within 24 hours, mobilize and deliver governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.</i>	• Coordination of resource support for survivors. • Resource management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment. • Facilities management that includes locating, selection, and acquisition of incident facilities, as well as storage and distribution facilities. • Establishment and coordination of logistics support facilities to include the management of services related to lodging and feeding of incident support personnel. • Personal property management to include policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a response operation. • Management/coordination of electronic data interchanges to provide end-to-end visibility of response resources. • Plan for transitional support to recovery operations concurrent with response operations.	• Regional Resource Annex • ESF #14 – Community Recovery

III. SITUATION OVERVIEW

A. Local Resources & Mutual Aid

- a. Both the State of Kansas and Missouri encourage local jurisdictions to render assistance to each other in times of disaster according to provisions of mutual aid arrangement or agreements. See Missouri Chapter 44 Civil Defense Section 44.090; See Kansas Statutes and Authorities (KSA) 48-950
- b. **Local Mutual Aid & Assistance:** Mutual aid agreements and other types of assistance agreements facilitate the rapid sharing of emergency aid and resources among governments and

organizations. These can involve pre-existing agreements or may require the creation of new instruments/agreements to address emerging events or parties outside of existing compacts. Local jurisdictions and organizations in the region should utilize existing compacts, as appropriate. For situations outside of existing compacts/agreements, a sample MAA and Request Form is provided in **Attachment D**, and can be modified and adapted according to local procedures and rules.

- Elements in Mutual Aid and Assistance Agreements (MAAs): The U.S. Department of Homeland Security has identified through NIMS a number of important elements that should generally be included in MAAs:
 - ✓ Definitions of key terms.
 - ✓ Procedures for requesting and providing aid.
 - ✓ Payment, reimbursement, and allocation of costs.
 - ✓ Notification procedures.
 - ✓ Roles and responsibilities of individual parties.
 - ✓ Protocols for interoperable communications.
 - ✓ Relationships to other MAAs.
 - ✓ Recognition of licensures and certifications.
 - ✓ Sharing agreements.
 - ✓ Workers' compensation.
 - ✓ Liability and immunity.
 - ✓ Provisions to update and terminate the agreement.

B. Regionally Available Resources & Mutual Aid

- a. The local EMAs in the Region maintain information regarding the resources available in their individual jurisdictions. This information is included in local EOPs and supporting documents (i.e., SOGs, checklists, operating manuals, etc). Local plans also assign primary and support responsibilities to government departments with resources and personnel available to support emergency activities.
- b. Specialized equipment has been purchased through several types of federal grants by MARC on behalf of the RHSCC to increase the Region's overall preparedness levels. These investments were accomplished in accordance with the Regional Homeland Security Coordinating Committee's (RHSCC) Strategy Plan.
- c. Equipment has been procured by the Mid America Regional Council and received by local agencies who accept responsibility for having trained personnel, maintaining the resource and having it deployable within the region for a designated period of time. Once equipment is accepted by a local jurisdiction, they are tracked by the receiving agency (e.g., fire departments, law enforcement agencies, hospitals, etc.).
- d. These resources have been strategically deployed to select local agencies throughout the metropolitan area such as Emergency Medical Services (EMS) agencies, fire departments, law enforcement agencies, health departments, hospitals and others. The resources include specialized equipment for response to a variety of hazards potentially impacting the metro, such as Mass Casualty Incident (MCI) equipment and trailers, Hazardous Materials (HazMat) equipment and trailers, communications equipment, command vehicles, and many others. The **Regional Resource Annex** includes a list of these resources, as well as information regarding their deployment. The following below outlines the Terms of Agreement (Equipment and

Vehicles) for the agencies that agree to house/receive these resources that have been purchased with regional funds:

- **Acceptance of Emergency Services Grant Equipment:** The Agency agrees to make the equipment available for regional response and for regional exercises, as appropriate, for a period of four years following the effective date of the Agreement.
 - **Acceptance of Emergency Services Grant Trailer:** The Agency agrees to make the equipment available for regional response and for regional exercises, as appropriate, for a period of five years following the effective date of the Agreement.
 - **Acceptance of Emergency Services Grant Vehicle:** The Agency agrees to make the vehicle available for regional response and for regional exercises, as appropriate, for a period of ten years following the effective date of the Agreement. As applicable, the Agency will also exchange and replace any expendable supplies stored with the vehicle as soon as possible after use to ensure that the vehicle is fully operational for a emergency event with in the region.
 - **Disposition of Equipment, Trailer or Vehicle:** When original or replacement vehicle, trailer or equipment acquired with homeland security funds is no longer needed for the original project or program, the vehicle, trailer and equipment may be retained, sold, or disposed if it is not needed in any other homeland security sponsored project or program. Vehicle, Trailer and equipment with a current fair market value of less than \$5,000 may be retained, sold or disposed with no further obligation to MARC after the term of this Agreement has expired. Any transfer of ownership or selling of vehicle or equipment with a current fair market value greater than \$5,000 must be done in accordance with grant guidance and policies and must be coordinated through MARC. Records must be maintained regarding ultimate disposition of the vehicle, trailer and equipment.
- e. During a Level 2 or 3 incident, resource coordination and sharing within the Region will be facilitated by the Regional Coordination System as outlined in the Base Guide. See **Attachment A: Regional Resource Coordination Summary**.
- f. **Personnel and resource accountability and badging:** the KCTEAM Accountability System provides area response agencies the necessary hardware and software to print identification badges unique to the Kansas City metropolitan area. The system was designed primarily for use in two different types of situations: “pre-incident” and “just-in-time” during an incident. As these situations have differing hardware, software, procedures and outcomes, policies for each situation guide the proper use, deployment and verification of the KCTEAM Accountability System. **Attachment E** includes the 2012 KCTEAM Policy Guidance and additional pre-incident badging policies for various disciplines.
- g. **Resource Typing:** To the extent feasible, the jurisdictions in the Region will work to type resources according to the NIMS resource typing definitions. Typed definitions for many of the response resources within these groups have been completed and are continuously being updated, revised, and expanded. Specific information on the NIMS typed resource definitions may be found at:
<http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#content>.

- h. Regional Mutual Aid & Assistance:** When possible, the sharing of resources and personnel between jurisdictions will be accomplished via established first responder and discipline-specific mutual aid systems that exist in the region (i.e., fire mutual aid). These include, but are not limited to: Regional Public Works Mutual Aid Agreement, Plan Bulldozer, State-wide Mutual Aid provisions (i.e. MoScope, KSA 48-950), hospital mutual aid agreements, American Red Cross/Medical Reserve Corp MOU, and ARC Safe & Well MOU with area hospitals.
- For situations outside of existing compacts/agreements, a sample MAA and Request Form is provided for local jurisdictions and partners in **Attachment D**, and can be modified and quickly adapted according to local procedures and rules.
 - In major events, state and federal resources may be available to assist the jurisdictions in the Region, but their availability may not be immediate. As a general rule, the jurisdictions in the metro should be prepared to manage the event without state and federal resources for at least 48 – 72 hours. While the broader systems and processes of the RCS define the appropriate courses of action for regional coordination, future updates to the RCG and ESF 7 may consider a pre-arranged regional compact or agreement to greatly expedite (especially when resources and services are likely to be needed immediately) and ease the implementation of regional coordination activities between local jurisdictions. In future updates, **Attachment D** may be modified to accommodate this need.

C. State and Federal Resources & Mutual Aid

- In addition to local and regional resources, state and federal resources may be available to assist with the event. Requests for state and federal resources will be made by local EOCs (both County and City EOCs in Missouri and County EOCs in Kansas) to their respective State EOCs. State declarations may be made by the Governors based on guidance from SEMA in Missouri and KDEM in Kansas, when a significant involvement of state resources or personnel is anticipated.
- A variety of state assistance may be available to local officials, including National Guard resources and the resources and technical assistance of state agencies as described in State EOPs. Local EOCs will work closely with their state counterparts to request needed and available state resources.
- Requests for federal assistance are made by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President based on the request of the Governor with the recommendation of FEMA. A Presidential declaration activates the full range of disaster assistance outlined in the Robert T. Stafford Act, as amended. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to those affected by disasters, and by the Secretary of Agriculture for agricultural disaster situations.
- In addition, some federal assistance may be available without a Presidential declaration. For example, to protect life, local commanders of Department of Defense (DOD) organizations have the authority to respond without a federal declaration. Other federal assistance available without a declaration includes the provision of technical expertise from agencies such as the United States Army Corps of Engineers (USACE).
- State and Federal Mutual Aid:** When state declared emergencies have been made, mutual aid assistance to the Region will be provided through the Emergency Management Assistance

Compact (EMAC), a mutual aid agreement and partnership allowing jurisdictions to assist one another during emergencies. Additional information on EMAC is included in the RCG Base Guide.

- **Federal Reimbursement, Liability, and Compensation:** Aid agreements expedite emergency response by establishing protocols for requesting and providing assistance and determining policies and procedures for reimbursement and compensation in advance, thereby eliminating or lessening the extent to which these issues must be negotiated with each new event. Formalized, pre-event aid agreements can also expedite FEMA reimbursement for services, equipment, and supplies delivered via mutual aid. FEMA will reimburse mutual aid costs if the aid was requested (i.e., no spontaneous responders), the assistance requested directly related to a disaster eligible for FEMA assistance, and occurred under a signed, written mutual aid agreement.

The aid agreement must apply in all situations, not just to events that trigger a federal Stafford Act emergency/disaster declaration or that are eligible for federal aid. Only the entity requesting mutual aid is eligible to apply for grant assistance directly from FEMA; entities providing aid must seek reimbursement from the requesting entity. FEMA may reimburse for verbal aid agreements, but these must be documented in writing post-event and signed by an official of each entity as a condition to receive FEMA reimbursement. To eliminate confusion and avoid eligibility concerns, having written documentation with appropriate authorizations prior to rendering and/or receiving aid is strongly recommended.

D. Volunteer and Private Sector Resources & Agreements

- Many volunteer and community organizations in the Region have resources and personnel available to assist with emergencies. Most are members of the KC-Metro Volunteer Organizations Active in Disaster (VOAD). The KC-Metro VOAD serves as the primary agency through which volunteer resources may be requested – for more information regarding voluntary agency resources, see **Regional Resource Annex** and **ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services**.
- There are numerous private sector resources in the metro area potentially available to assist local jurisdictions with resources and personnel during emergency events (e.g., Plan Bulldozer). Many local jurisdictions have memoranda of understanding and other agreements with local vendors and suppliers to provide assistance. To the extent possible, local jurisdictions are encouraged to enter into pre-disaster contracts and agreements that address disaster situations and services.
- Additional private sector resources may be donated to support emergency activities. Donated resources will be requested, tracked and distributed through the protocols described in the ESF #6 attachment *Donations Management Plan*.

IV. PLANNING ASSUMPTIONS

General Assumptions

1. The timely and coordinated acquisition and use of resources will have a direct impact on the ability of other emergency services agencies to perform their tasks.
2. Depending on the event, there may not be sufficient supplies, equipment, personnel and other resources in the Region available to manage a major or long-term emergency situation.
3. Resources may be severely limited in a major disaster and will have to be assigned on a priority basis.
4. Resource management activities will be highly dependent on the event, resource accessibility, transportation systems, and the locations of suppliers.
5. The sharing of resources between jurisdictions in the metro area is encouraged and the shared use of regional resources greatly increases the Region's capabilities to respond to a major event.

In major events, state and federal resources may be available to assist the jurisdictions in the Region, but their availability may not be immediate. The jurisdictions in the metro should be prepared to manage the event without state and federal resources for 48 – 72 hours.

V. CONCEPT OF OPERATIONS

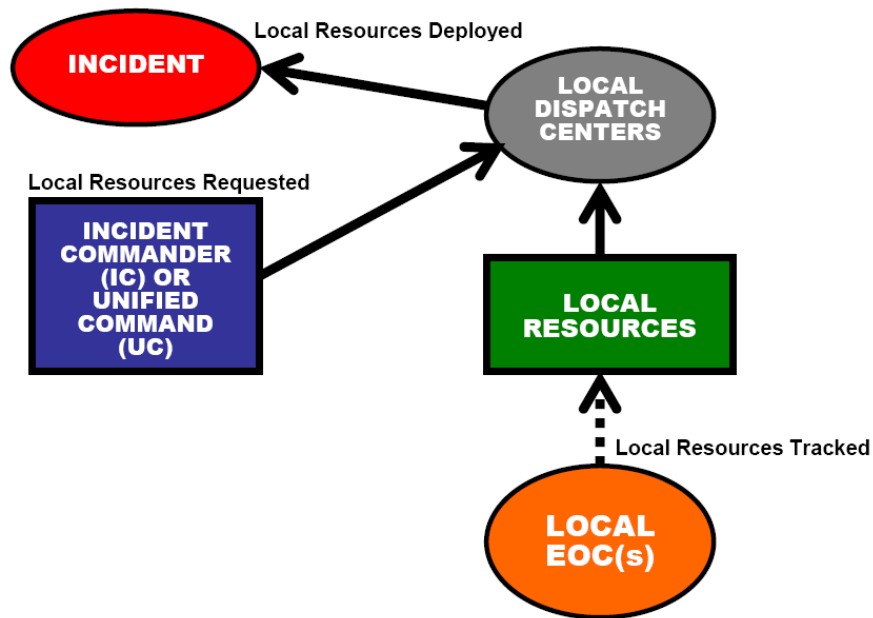
Requesting & Deploying Resources

The agencies and organizations involved in the event will use various methods to exchange and coordinate resource management information, including conference calls, e-mails and other technologies, such as WebEOC.

A. Local Resources

1. Each jurisdiction in the metro area maintains resources and personnel for emergency response and when incidents occur, the impacted jurisdiction(s) will activate and deploy appropriate assets located in their jurisdiction. During a local incident/event, resource management activities will typically be coordinated by local jurisdictions utilizing local resources and normal mutual aid partners.
2. As illustrated in **Figure 1**, requests for emergency resources at the local level will typically be made by contacting their own local dispatch centers, who will identify and deploy the appropriate local resources.

Figure 1: Deploying Local Resources



B. Regional Resources

- As local resources are exhausted, impacted jurisdictions will first utilize established regional processes and mechanisms, as applicable and available, to request resources. These will oftentimes be discipline-specific as noted in the table below:

Table 2. Established Regional Resource Request Processes

Regional Resource/Service	Regional Point of Contact (i.e. regional gatekeeper and/or facilitator)	Related Plans, ESFs, and/or Documents describing process.
Regional Interoperable Communications Resources	Johnson County Emergency Communications Center -- Regional Communications Coordinator (COMC) (913) 826-1000	- ESF 2 - Communications - Regional TICP
Firefighting	Missouri: Lee Summit Fire Department (816) 969-7407 Kansas: Johnson County Emergency Communications Center (913) 826-1000	ESF 4 - Firefighting



Regional Resource/Service	Regional Point of Contact (i.e. regional gatekeeper and/or facilitator)	Related Plans, ESFs, and/or Documents describing process.
Private-Sector Heavy Equipment (see Plan Bulldozer)	Heavy Constructor's Association of the Greater Kansas City Area (need to have MOU in place) (816) 753-6443	• ESF 3 – Public Works & Engineering
Regional Health and Medical Resources	Regional Healthcare Coordination System (Region A Hospital Coordinator) Dan Manley: (816)701-8209 or (816) 392-0710	• ESF 8 – Public Health & Medical • Mass Casualty Incident Plan • Kansas City Regional Evacuation Guide
Regional Technical Search and Rescue System/Resources (specialized capabilities, including individuals trained to conduct high angle rescue, confined space rescue, trench rescue, structural collapse and mass transportation rescue)	Missouri: Lee Summit Fire Department (816) 969-7407 Kansas: Johnson County Emergency Communications Center (913) 826-1000	• ESF 9 – Search and Rescue
Regional HAZMAT Teams	Missouri: Lee Summit Fire Department (816) 969-7407 Kansas: Johnson County Emergency Communications Center (913) 826-1000	• ESF 4 - Firefighting • ESF 10 – Oil & Hazardous Materials
KC-Metro Disaster Tactical Response Team (KCMDTRT)	Kansas: Overland Park, Kansas Police Department's Communications Center (913) 895-6300 Missouri: Kansas City, Missouri Police Department's Communications Center's On-Duty Supervisor (816) 889-6160	• ESF 13 – Public Safety & Security • SIA - Terrorism



Regional Resource/Service	Regional Point of Contact (i.e. regional gatekeeper and/or facilitator)	Related Plans, ESFs, and/or Documents describing process.
Regional Explosive Ordinance Disposal (EOD) Teams	Contact the closest team to your jurisdiction. • Kansas City, Missouri Police Department (KCPD): 816-889-6160 • Independence Police Department (IPD): 816-836-3600 • Lee's Summit Police Department (LSPD): 816-969-7390 • Kansas City, Kansas Police Department (KCKPD): 913-573-6000 • Overland Park Police Department (OPPD): 913-895-6300 • Olathe Police Department (OPD): 913-971-7500 • Leavenworth Police Department (LPD): 913-651-2260	• ESF 13 – Public Safety & Security • SIA - Terrorism
Kansas City Regional Mortuary Operational Response Group (KCRMORG) Personnel & Equipment	Missouri: Lee Summit Fire Department (816) 969-7407 Kansas: Johnson County Emergency Communications Center (913) 826-1000	• ESF 8 – Public Health & Medical • Regional Mass Fatality Plan
Regional Mass Care Resources	American Red Cross (816) 931-8400	• ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

2. As local resources become exhausted, assistance will be requested from other unaffected or less affected jurisdictions in the region through the RCS as described in the RCG: Base Guide. Per the RCS, the impacted local jurisdiction may convene the Regional Incident Coordination Group (RICG). The RICG will facilitate the identification and coordination of resource and support capabilities in the Region. The regional points of contact (i.e. COMC, Lee Summit Fire Department, Johnson County Emergency Communications Center, etc.) for established regional coordination processes (see table above) will typically become a key component of the RICG. For resource activities/needs that do not have an established regional process, the RICG will be organized according to the needs of the incident (note: the functions/resources that are needed drive who participates in the RICG), as described in the RCG: Base Guide and **Attachment A**.

- If needed, during emergency events affecting both states, the Lee’s Summit Fire Department (on the Missouri side) and the Johnson County Communications Center (on the Kansas side) may serve as centralized hubs for dispatching resources. The dispatch centers will maintain communications with local EOCs, who will work to coordinate the sharing and deployment of regional resources.
 - A listing of specific regional resources and assets should be maintained by local dispatch centers and is included in the **Regional Resource Annex**.
3. The information maintained in the WebEOC regional boards may also be useful in identifying resources and personnel not in use by one jurisdiction and needed by another. Other technologies and information sharing systems utilized by the region may also serve to assist jurisdictions in identifying available resources (see ESF #5 Information and Planning). The WebEOC Regional Resource Requests board as shown in **Attachment C** may be used by EOCs to post and monitor the need for resources and personnel.
 4. If resources and/or services are needed to assist an impacted jurisdiction, the assisting and impacted local jurisdiction(s) will implement resource sharing and deployment protocols based on their own respective procedures, policies, plans and/or agreements.
 - a. If local resource request procedures are not available or in place, the Resource Request Forms in **Attachment D** of this ESF provide sample forms and procedures that can be adapted to the situation and jurisdictions involved.
 - b. As discussed in “Situation Overview”, mutual aid and assistance and/or contractual agreements should be executed prior to the deployment of resources. A sample MAA and Request Form is provided in **Attachment D**, and should be modified and adapted according to local procedures and rules.
 5. Local resources will be tracked by EOCs using local mechanisms and when appropriate, WebEOC. While the Regional Incident Coordination Group will assist in the identification, coordination, and, under extreme catastrophic situations (Level 3), facilitate the prioritization of resources, this regional coordinating body will **not** engage in the actual administration, deployment or tracking of those resources. Those aforementioned duties and authorities will remain with the local jurisdictions. See **Attachment A**.
 6. If required by the regional coordination needs of the event (i.e. Level 2 or 3), a centralized regional coordination facility for the RICG may be established by the jurisdictions involved to assist in coordinating resource management and other activities. As described in ESF #5 (Information and Planning), a centralized coordination facility may be established to assist local jurisdictions in maintaining regional coordination activities, including sharing resources to accomplish critical emergency services (for more information on the centralized coordination facility, see ESF #5 – Information and Planning).
 7. When appropriate, Regional Coordination Support Specialists (see ESF #5 – Information and Planning) deployed to assist affected jurisdictions may be used to help identify available resources, as well as assist affected jurisdictions in requesting and deploying resources. Regional Coordination Specialists may also help to identify similar needs in different communities that might be met by the pooling of resources.

C. State and Federal Resources

1. The need for additional resources from outside the Region will be based on the availability of local and regional resources. If regional resources are inadequate, local EOCs will forward a request for resources to their respective State EOCs.
2. If the situation warrants activation of state and federal resources, local EOCs will work closely with their respective State EOCs to ensure coordination with state and federal agencies, and appropriate resource coordination and support for emergency operations in the Region.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The roles and responsibilities of government local agencies are formally assigned and defined in local EOPs and their supporting guidelines, as well as in the plans and procedures maintained by volunteer agencies and the private sector. The responsibilities described below are not meant to be all inclusive, but rather to complement the responsibilities assigned in local plans and reinforce the activities described in ESF #7.

Coordinating Agencies (Local EMAs)

Local Emergency Management Agencies will serve as the Coordinating Agency for ESF #7 and are responsible for ensuring the Cooperating Agencies consider regional coordination when accomplishing resource management activities.

Local Emergency Management Agencies (EMAs) in the metro area will coordinate overall emergency operations in their jurisdictions, including resource management activities. As Coordinating Agencies, the EMAs are tasked with working to ensure the regional coordination of resource management activities. To the extent practical and possible, EMAs will work to accomplish the following:

1. Include up-to-date information regarding resources in the WebEOC regional boards.
2. Maintain ongoing communications with other jurisdictions (e.g., conference calls, group emails or meetings, when needed) to help ensure regional coordination.
3. Initiate and maintain coordination with the other jurisdictions in the Region. During Level 2 and 3 incidents/events, local EMAs from the impacted jurisdiction will typically convene the Regional Incident Coordination Group and utilize the Regional Coordination System.
4. Coordinate the potential pooling of local resources to meet a regionally identified need.

5. Work to ensure consistent and useful emergency public information is released regarding resource management activities, in particular, information regarding volunteer and donations management activities as described in ESF #6.
6. Provide information to state and federal agencies regarding the need for additional resources.
7. Coordinate the activities of the Cooperating Agencies to ensure regional issues are considered and ensuring the Cooperating Agencies provide information as needed for the regional WebEOC boards.
8. Work to ensure equipment and personnel information is appropriately entered into WebEOC and accessible to the appropriate regional stakeholders.

Cooperating Agencies

(All Local Departments and Agencies Assigned Responsibilities in Local Emergency Operations, Plans (EOPs), Volunteer and Community Organizations, Private Sector Entities)

As needed and tasked by the Coordinating Agencies, the Cooperating Agencies will provide resources, personnel and special expertise to support ESF #7 activities. The Cooperating Agencies are tasked with working to ensure regional coordination by:

1. Providing information regarding available and needed resources for the regional WebEOC boards.
2. Communicating with the Cooperating Agencies in other jurisdictions regarding the availability of resources.
3. Considering the potential pooling of local resources to meet a regionally identified need.
4. As needed, participating in regional coordination activities, such as conference calls and meetings. Depending on the needed resources and situation, representatives from the cooperating agencies may be active participants of the Regional Incident Coordination Group.

All Coordinating and Cooperating Agencies

All Coordinating and Cooperating Agencies will work to accomplish the following in support of resource management activities:

1. Include regional coordination activities in their standard operating procedures, guidelines and/or checklists.
2. When requested and if available, assign and deploy representatives to local EOCs to assist with resource management activities.
3. Provide ongoing status reports regarding resources needed and available as requested by local EOCs.
4. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.

5. Perform other emergency tasks as requested by local EMAs and EOCs.
6. Work to ensure training is available for appropriate personnel in NIMS, the use of WebEOC and other training, as appropriate.
7. Work with the Coordinating Agency to ensure recordkeeping procedures are in place to accurately track resources and personnel.

VII. ATTACHMENTS

- A.** Regional Coordination Guide Summary
- B.** First Hour Checklist for Regional Emergencies – Logistics
- C.** Sample Regional Resource Request Board
- D.** Sample Memorandum of Understanding and Resource Request Forms
- E.** KCTEAM Accountability System

Regional Resource Annex

A major component to ESF 7 is the Regional Resource Annex. Please see the Regional Resource Annex for a listing of resources and key contacts.

Attachment A. Regional Coordination Guide Summary

Overview

- The RCG provides an overall framework for regional coordination activities and may be initiated and maintained when there is a need for the jurisdictions in the metro area to provide common messages, and share information and resources.
- The protocols described in the RCG are intended to assist participating jurisdictions, agencies and organizations (whether government, volunteer or private sector) in augmenting their emergency resources and maximizing their emergency capabilities.
- The RCG is not intended to be an operational document. Operational emergency activities are coordinated through local Emergency Operations Centers (EOCs) and described in local Emergency Operations Plans (EOPs), standard operating guides, and the operating procedures maintained by local emergency response agencies.
- The RCG is flexible and scalable and was developed for use during any type or size of incident or event. Use of the principles and actions described in the RCG will be determined by the incident or event and the needs of the involved jurisdictions, agencies and organizations. Furthermore, the RCG is applicable for both planned events (i.e. MLB All-Star Game), which are scheduled nonemergency activities; and incidents (i.e. natural and manmade hazards), which are occurrences that require a response to protect life and property. Because events can sometimes turn into incidents, and because regional coordination may be needed in both instances, the application and use of these terms and their meaning throughout the RCG may be interchangeable and are not necessarily mutually exclusive.
- Local participation in the activities described in the RCG is voluntary. Therefore, the RCG represents a voluntary agreement among participating organizations, and as such, no participating organization has “control” or authority over another participating organization except where stated elsewhere in federal, state or local laws.

Key Concepts & Organizations

Some disaster events may overwhelm the resources of a single jurisdiction or impact multiple jurisdictions within the region, necessitating assistance from regional partners or collective decision-making to meet the needs of the situation. The **Regional Coordination Guide** (RCG) was developed to document and outline these protocols for regional action in order to maximize the sharing and coordination of information and resources and to improve the surveillance, early detection and mitigation of hazards and threats. These regional protocols can be best understood to comprise a **Regional Coordination System** (RCS). The RCS is a comprehensive concept to describe the mechanisms for how planning and response occur on a regional level, and to ensure the efforts of jurisdictions impacted or potentially impacted by a disaster are appropriately inter-connected and complementary, rather than duplicative. It reinforces interoperability among area jurisdictions and organizations, and makes response efforts more efficient and effective by coordinating available resources, services, and aid.

Furthermore, another foundational component of the RCS is the Regional Incident Coordination Group (RICG). This group is meant to be adaptable and scalable to any incident/event, and will serve as the primary coordinating body during a significant disaster event necessitating regional coordination. The nature of the incident/event and corresponding and evolving response and recovery needs will largely determine which participants will make up the RICG at any given time during the incident/event.

KEY CONCEPTS

Resources:

Resources are defined as personnel, vehicles, established teams, equipment, supplies and facilities available for assignment.

Impacted Jurisdiction(s):

The area defined as the "Impacted Jurisdiction" encompasses the jurisdiction and all the political subdivisions located within that jurisdiction, including special districts. The "Impacted Jurisdiction" is the jurisdiction that has or will be adversely impacted by an incident/event.

Assisting Jurisdiction(s) and/or Disciplines:

The Assisting Jurisdiction and/or discipline(s) provides timely emergency resources, services, and manpower to the Impacted Jurisdiction(s) -- and in some cases, the Host Jurisdiction -- in accordance to the provisions set forth by the RCS.

Host Jurisdiction(s) and/or Facility:

In situations where evacuation and/or mass care operations are necessary, the Host Jurisdiction serves as the jurisdiction that receives and shelters residents and animals coming from the Impacted Jurisdiction(s), and provides mass care and other needs as appropriate.

Regional Incident Coordination Group (RICG): This group is meant to be adaptable and scalable to the incident/event. The nature of the incident/event and corresponding and evolving response and recovery needs will largely determine which participants will make up the RICG at any given time during the incident/event. Specifically, the RICG may be comprised of those designated representatives from the Impacted and Assisting/Host jurisdictions' key leadership, emergency management, first responder disciplines (i.e. Law Enforcement, Fire, EMS, SAR, HAZMAT), public health/medical, other regional disciplines, nongovernmental organizations, and ESF representatives (i.e. Transportation, Mass Care, Communications, Public Works, etc.). Other groups and organizations may be included, depending on the type and scale of the incident.

Activation & Initiating Regional Coordination

Although the criteria for initiating regional coordination are subjective, the Regional Coordination System (RCS) encourages a proactive approach to enhance regional vigilance/surveillance, information sharing, and, if necessary, a coordinated approach to incident/event management.

- Activation procedures may vary depending on the nature of the incident/event. The activation of the RCS, as the Regional Coordination Levels below indicate, are only meant to provide possible courses of action that can easily be adapted to the situation.

Pre-Planned Events

For pre-planned events, the decision to utilize components of the RCS will vary. However, because the RCS is scalable and flexible, the Region can utilize the RCS as long as it is not in conflict with existing laws and/or agreements between all of the involved parties.

The RCS may be activated:

- When planning for large or high profile public gatherings that affect multiple jurisdictions.
- When similar past events have required multi-agency coordination within the Region.

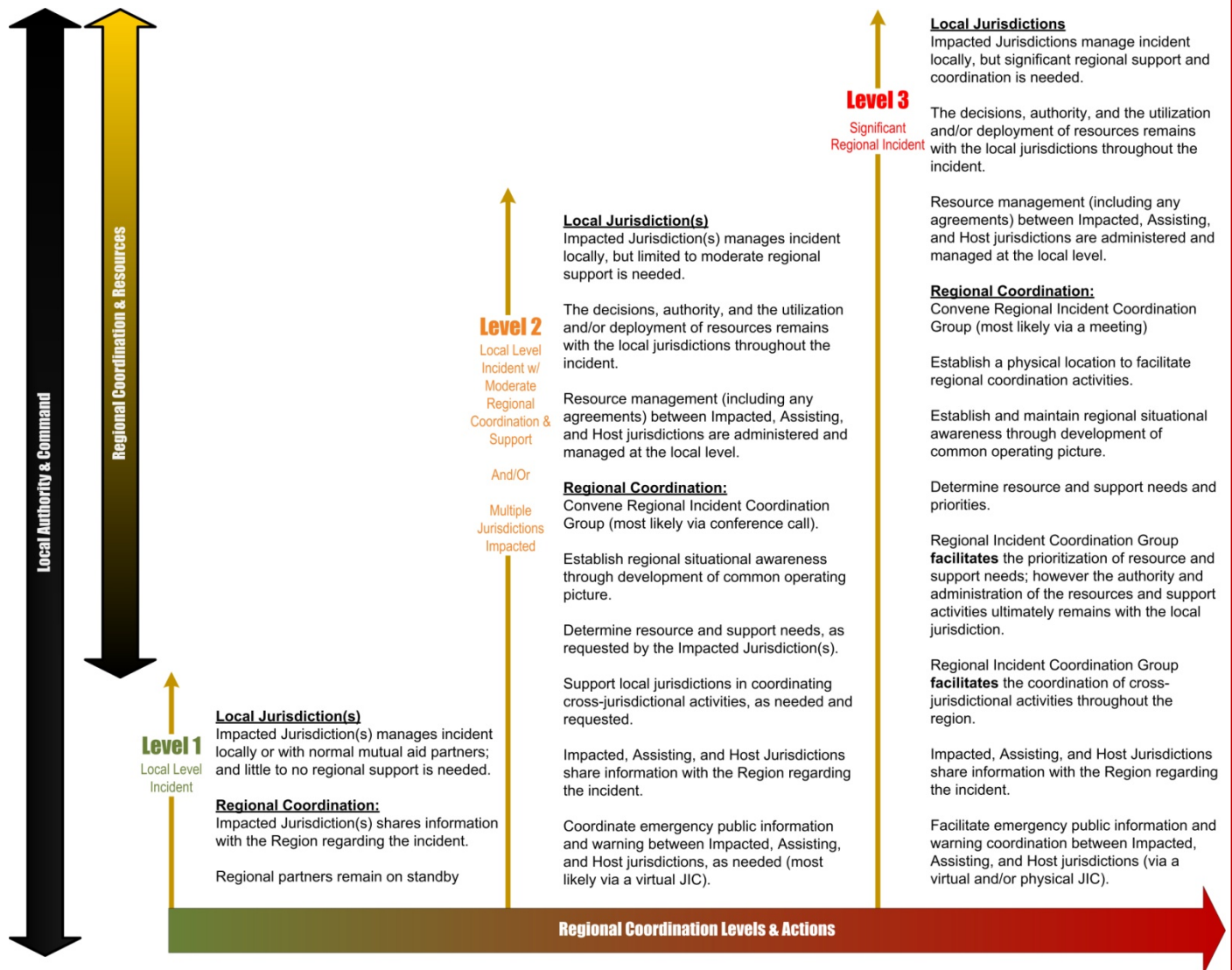
Notice and No-Notice Incidents (Hazards and Threats)

The RCS may be activated:

- When an impacted local jurisdiction's chief executive OR designee initiates the activation of the RCS.
- During a Level 1, 2, or 3 Regional incident/event. (i.e. When there is the possibility or reality that more than one jurisdiction could become involved in the incident response and recovery)
- When the incident could expand rapidly and involve cascading events.

Implementing Regional Coordination: Regional Coordination Levels

The type, scope and nature of the incident/event will dictate when it has regional significance and when regional coordination activities are initiated. Regional coordination within the RCS can be understood to occur across three "levels". The levels are meant to illustrate how regional coordination activities should increase in operational function and complexity as the magnitude or severity of incidents increases. The levels are not meant to be concrete with distinct transition points from Level 1 to Level 2 to Level 3, but rather are defined by planning considerations to generally describe how regional coordination needs and activities differ with the scale of an incident. The figure below provides a summary of key actions for each level. For specific information and detail, see RCG: Base Guide.



(Note: For specific actions for each level, see RCG: Base Guide.)

Attachment B. First Hour Checklist for Regional Emergencies – Logistics

The following actions should be carried out as needed based on the specifics of the incident by local officials tasked with responsibilities for accomplishing emergency functions. In addition to the ESF #7 checklist below, the **RCG: Base Guide** includes an initial checklist of actions for all emergency functions and discusses the immediate actions for situational awareness, gaining regional awareness, overall response status, and emergency public information (see **RCG: Base Guide**).

Gaining Resource Management (ESF #7) Situational Awareness

- ☐ Assess the need for resources to manage the event (i.e., personnel, equipment, supplies, facilities, etc.)
- ☐ Determine the availability of the needed resources.
- ☐ Determine the need for resource sharing among jurisdictions in the region.

Determining Resource Management Initial Response Actions

- ☐ Identify and deploy resources and personnel on a priority basis.
- ☐ If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed.
- ☐ Maintain an inventory system to track supplies and equipment used in the disaster.
- ☐ Maintain accurate records of resources and personnel utilized and funds expended on emergency activities.
- ☐ Consider sharing resources and personnel with other jurisdictions in the region to help manage ESF #7-related activities.
- ☐ If resource are shared, ensure proper agreements (MOUs, Contracts, etc.) are in-place.
- ☐ If appropriate, consider pooling regional resources to open facilities (e.g., alternate care sites, shelters, warehouses, etc.) to serve more than one jurisdiction in the region?

Attachment C. Regional Resource Request Board

SAMPLE – REGIONAL RESOURCE REQUESTS BOARD

The following WebEOC board may be used to track regional requests for resources. This board is an example only. Local agencies and organizations ***should contact the Emergency Management Agencies in their jurisdictions for specific login information to WebEOC and access to the appropriate boards.***

County Incident

KC METRO REGIONAL RESOURCE REQUESTS

Warning: WebEOC contains information that is FOR OFFICIAL USE ONLY and may be exempt from public release under the Freedom of Information Act (U.S.C. 552), the Kansas Open Records Act (K.S.A. 45-215 et seq.) and Missouri Public Records Law (M.R.S 610-023). It is to be controlled, transmitted, distributed and disposed of in accordance with appropriate security policy, and is not to be released to the public, the media, or other personnel who do not have a valid need to know without prior approval of an authorized local government official.

Date/Time	Requesting Agency	Resource Request	Status	Details
	Cass County	Test Resource	Cancelled	Details

<<<<

<<

>>

Attachment D. Sample Mutual Aid Agreement & Resource Request Forms

Guidelines: For situations outside of existing compacts/agreements, this sample MAA and accompanying Resource Request Form may be modified and adapted according to local procedures and rules. Prior to implementation, a qualified and appropriate legal representative of the jurisdiction should carefully review the document. Terms should not be in conflict with Missouri Chapter 44 Civil Defense Section 44.090 and/or Kansas KSA, 48-950, and any other applicable laws, as appropriate.

SAMPLE EMERGENCY MUTUAL AID ASSISTANCE AGREEMENT

This Agreement made entered into this _____ day of _____ 2013 by and between the undersigned and duly organized political subdivisions of the State of _____, in order to grant assistance to one another where such assistance is necessary to protect life and property, or otherwise cope with such emergencies or disasters beyond the capabilities and resources of individual political subdivisions; and

WHEREAS, the political subdivisions cooperating under this Agreement are authorized by law to enter into and carry out the provisions provided herein, and

WHEREAS, each of the parties entering into this Agreement has expertise unique to the management of disasters/emergencies that would be difficult and time consuming to accumulate during the onset of a disaster/emergency, and

WHEREAS, the unique expertise and experience maintained by each political subdivision cooperating under this Agreement would be beneficial to each other should the need arise, and

WHEREAS, the pertinent provisions of State Law provide for and encourage a written Agreement memorializing such Agreements to provide mutual aid and assistance;

NOW, THEREFORE, it is agreed by and between the parties hereto as follows, to wit:

SECTION 1. DEFINITIONS

A. “AGREEMENT” – this document which sets forth the agreement to facilitate the rendering of assistance to protect life and property; or otherwise cope with such emergencies or disasters beyond the capabilities and resources of individual member political subdivisions.

B. “ACTUAL INCIDENT AGREEMENT” – a contract between two member political subdivisions entered into at the time of emergency or disaster in which the Assisting Party agrees to provide specified resources to the Requesting Party under the terms and conditions specified in this Agreement.



C. “REQUESTING PARTY” – the member political subdivision requesting aid in the event of an emergency or disaster pursuant to the terms and conditions of this Agreement.

D. “ASSISTING PARTY” – the member political subdivision furnishing equipment, services and/or manpower to the Requesting Party pursuant to the terms consistent with those in this Agreement.

E. “AUTHORIZED REPRESENTATIVE” – an officer or employee of a member political subdivision authorized in writing by that entity to request, offer, or provide assistance under the terms of this Agreement.

F. “EMERGENCY” – any occurrence, or threat thereof, whether natural, or caused by man, in war or in peace, which results or may result in substantial injury or harm to the population, substantial damage to or loss of property, or substantial harm to the environment.

G. “DISASTER” – any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration at the Local, State, and/or Federal Level, and is likely to clearly exceed local capabilities and require a broad range of State and Federal assistance.

H. “MEMBER POLITICAL SUBDIVISION” – any political subdivision or authorized officer or agency within the _____ Region which maintains its own emergency services organization and has agreed to the terms of this Agreement.

SECTION 2. TERMS OF AGREEMENT

The parties hereto agree and acknowledge that this Agreement shall become effective upon the date of execution by the parties represented here with, and the initial term of this Agreement shall be for one (1) year from the date of execution. Unless a party notifies the other parties of its intention not to renew and continue this Agreement, such term shall be automatically extended for a further period of one (1) year and shall only be terminated as thereafter provided. In the event of such continuation on a year-to-year basis, all of the terms and provisions hereof shall continue in full force and effect during said extensions.

It is further agreed, that in the event any party wishing to withdraw from this Agreement, absent mutual consent, shall be deemed to be relieved of any obligations or benefits hereunder upon written notice by the withdrawing party to the other cooperating parties providing ten (10) days notice of said withdrawal and termination of this Agreement.

SECTION 3. PROCEDURES FOR PROVISION OF MUTUAL AID

When a member political subdivision either becomes affected by, or is under imminent threat of an emergency or disaster and, as a result, has officially declared an emergency, it may request emergency-related mutual aid assistance by: (1) submitting a Request for Assistance to an Assisting Party or to the State EOC, or (2) orally communicating a request for mutual aid assistance to an Assisting Party or to the State EOC, followed as soon as feasible by written confirmation of the request. Mutual aid shall not be requested by a member political subdivision unless resources available within the stricken area are deemed to be inadequate. All requests for mutual aid must be transmitted by the Authorized Representative of the member political subdivision. No member political subdivision shall be required to provide mutual aid.

A. REQUIRED INFORMATION: Each Request for Assistance shall provide the following information to the extent known by the Requesting Party:

- **Local Disaster Emergency Declaration(s):** Identification of all local entities that have formally declared an emergency.
- **Stricken Area and Status:** A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has already occurred) and of the damage sustained to date.
- **Incident Command:** Identification of the Incident Commander(s) and the person(s) to which Assisting Party supervisory personnel will report upon arrival at the designated staging location, if applicable.
- **Request for Assistance:** Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed by Requesting Party, including:
 - **Services and Infrastructure:** Identification of available public services and infrastructure systems in Requesting Party's geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Requesting Party is requesting assistance reestablishing.
 - **Facilities:** Identification of the type(s) of sites, structures or buildings outside of Requesting Party's geographical limits being requested to serve as relief centers, shelters, or staging areas for incoming emergency personnel, goods and services.
 - **Length of Deployment:** Unless a shorter or longer duration is identified in the initial Request for Assistance, the normal initial duration of Assisting Party's assistance shall be seven days and may be extended, if necessary, in seven day increments.

B. REQUESTS DIRECTLY TO ASSISTING PARTY: The Requesting Party may directly contact the Authorized Representative of the Assisting Party. The Requesting Party shall be responsible for keeping the State EOC(s) advised of the status of mutual aid activities.

C. REQUESTS ROUTED THROUGH, OR ORIGINATING FROM THE STATE EOC: The Requesting Party may directly contact the State EOC. The State EOC may then contact other member political subdivisions on behalf of the Requesting Party. Once identified, each Assisting Party must communicate directly with the Requesting Party.

D. ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE: When contacted by a Requesting Party, or by the State EOC on behalf of a Requesting Party, the Authorized Representative of any member political subdivision agrees to assess local resources to determine available personnel, equipment and other assistance. If the equipment and personnel of the Assisting Party are unavailable or already engaged in response activities at the time a call for assistance is received, that party shall not be under any obligation to the Requesting Party or to any other person or persons to furnish resources (i.e. personnel and equipment), unless the request is renewed after the party's equipment and personnel again become available to respond.

E. INCIDENT COMMAND SYSTEM & NIMS: The parties agree that the Requesting Party shall coordinate and utilize a standard ICS, to the greatest extent possible, for an emergency requiring mutual aid assistance under this Agreement. Requesting Party's ICS shall be consistent with the concepts and principles of the National Incident Command System (NIMS) developed

by the U.S. Department of Homeland Security. Utilization of ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to personnel or resources deployed by Assisting Party under the terms of this Agreement.

F. SUPERVISION AND CONTROL: When providing assistance under the terms of this Agreement, the personnel, equipment, and resources of any Assisting Party will be under the operational direction (the authority to assign tasks, designate objectives, and synchronize and integrate actions) of the _____, which shall advise supervisory personnel of the Assisting Party of work tasks, for assignment to personnel. Direct supervision and oversight (indicates the on-site, close contact whereby the supervisor is able to respond quickly to the needs of the supervisee) of personnel, equipment and resources shall remain with the designated supervisory personnel of the _____.

G. FOOD, HOUSING, AND SELF-SUFFICIENCY: Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location to the time of their departure. However, Assisting Party personnel and equipment should be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. The Requesting Party may specify only self-sufficient personnel and resources in its Request for Assistance.

H. COMMUNICATIONS: Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for coordinating communications between the personnel of the Assisting Party and the Requesting Party. Assisting Party personnel should be prepared to furnish communications equipment sufficient to maintain communications among their own respective operating units.

I. RIGHTS AND PRIVILEGES: Whenever the officials, employees and volunteers of the Assisting Party are rendering aid pursuant to this Agreement, such persons shall have the powers, duties, rights, privileges, and immunities, and shall receive the compensation, incidental to their employment or position.

J. TERM OF DEPLOYMENT: The initial duration of a Request for Assistance is normally seven days and may be extended, if necessary, in seven day increments. However, the duration may be shorter or longer depending on the event.

K. SUMMARY REPORT: Within ten days of the return of all personnel deployed following an event, the Requesting Party will prepare a Summary Report of the event, and provide copies to each Assisting Party. The Report shall include a chronology of events and description of personnel, equipment and materials provided by one party to the other.

SECTION 4. REIMBURSEMENT

The terms and conditions governing reimbursement for any assistance provided pursuant to this Agreement shall be in accordance with the following provisions, unless otherwise agreed upon by the Requesting and Assisting Parties.

A. PERSONNEL: During the period of assistance, the Assisting Party shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Requesting Party shall reimburse the Assisting Party for all direct and indirect costs, including actual costs paid and fringe benefits, as long as those costs are reasonable and do not exceed that which would

be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs, unless agreed to otherwise by the parties. Additional expenses incurred such as room and board, travel expenses, and other expenses will be reimbursed if approved by Requesting Party at the time the Actual Incident Agreement is executed.

B. BACKFILL PERSONNEL: In such cases where a permanent employee of the Requesting Party is performing disaster-related work, and it is necessary to provide a person to fill their normal position and duties, a backfill employee or hire may be necessary. Under the provisions of this Agreement, backfilled employees or hires will not be included or directly addressed in this Agreement, and should be agreed to otherwise between parties outside of this Agreement.

C. EQUIPMENT: The Assisting Party shall be reimbursed by the Requesting Party for the use of its equipment during the period of assistance according to pre-established local or state hourly rates; or by actual replacement, operation, and maintenance expenses incurred, when necessary. For those instances in which some costs may be reimbursed by the Federal Emergency Management Agency, the eligible direct costs shall be determined in accordance with 44 CFR 206.228, or other regulations in effect at the time of the disaster. If the equipment used to perform emergency work is extraordinarily damaged resulting from performance of this emergency work, the Requesting Party shall agree to replace the equipment with the same age, capacity, and condition, less the salvage value, unless damage is caused by willful negligence and misconduct on the part of the Assisting Party's operator or if the damage could have been reasonably avoided.

D. MATERIALS AND SUPPLIES: The Assisting Party shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, and labor, which shall be included in the equipment rate established above. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other regulations in effect at the time of the disaster. In the alternative, the parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged. If such an agreement is made, it shall be reduced to writing in the Actual Incident Agreement.

E. RECORD KEEPING: The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement by the Requesting Party in accordance with existing policies and practices. Requesting Party finance personnel shall provide information, directions, and assistance for record keeping to Assisting Party personnel.

F. PAYMENT: Unless otherwise mutually agreed, the Assisting Party shall invoice the Requesting Party for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, as stated above. The Requesting Party shall pay the invoice, or advise of any disputed items, not later than sixty (60) days following receipt of the invoice, unless otherwise agreed upon.

G. FEDERAL OR STATE AID: Requesting Party's duty to reimburse Assisting Party for its assistance is in no way contingent upon the availability of Federal or State aid.

H. WAIVER OF REIMBURSEMENT: The Assisting Party reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided. Assisting Party shall inform the Requesting Party of the waiver as soon as practical after the expenses are incurred, but not later than sixty (60) days following the period of assistance. The Assisting Party shall send the Requesting Party written documentation that Assisting Party's governing body ratified and/or expressed approval of the

decision not to seek reimbursement.

SECTION 5. INSURANCE

[IMPORTANT-Insurance and liability will vary by state and jurisdictions. The following is an example of language that might be included, but should be modified according to state and local provisions.]

Each party shall be responsible for its own actions or omissions and those of its employees. Unless otherwise agreed upon by Requesting Party and Assisting Party, it is agreed that each party shall be individually responsible for providing insurance coverage in accordance with the following provisions and subject to the terms of the Reimbursement section herein:

A. UNEMPLOYMENT & WORKERS' COMPENSATION COVERAGE: Each member political subdivision shall be responsible for its own actions and those of its employees and is responsible for maintaining its own unemployment insurance and workers' compensation insurance coverage, as required by law, for its employees.

B. AUTOMOBILE LIABILITY COVERAGE: Each member political subdivision shall be responsible for its own actions and is responsible for complying with the [INSERT RULE]_____. Member political subdivisions agree to obtain automobile liability coverage with a limit of at least \$_____ combined single limit and coverage for owned, non-owned, and hired vehicles, or maintain a comparable self-insurance program. It is understood that the member political subdivision may include in the emergency response, volunteer companies that have motor vehicles titled in the name of the volunteer company. It is the responsibility of each member political subdivision to determine if the volunteer company has automobile liability coverage as outlined in this section.

C. GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY, AND LAW ENFORCEMENT LIABILITY: To the extent permitted by law and without waiving sovereign immunity, each member political subdivision shall be responsible for any and all claims, demands, suits, actions, damages, and causes for action related to or arising out of or in any way connected with its own actions, and the actions of its personnel in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each member political subdivision agrees to obtain general liability, public official's liability and law enforcement liability, if applicable, with minimum single limits of no less than \$_____, or maintain a comparable self-insurance program.

D. GENERAL INSURANCE POLICY REQUIREMENTS: All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days notification to the other party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

SECTION 6. INDEMNIFICATION

Each party to this Agreement shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to



insure, defend, or indemnify the other. To the extent a party does not maintain the proper levels of liability and other insurance coverage pursuant to the terms of this Agreement, the party's liability for being uninsured, or underinsured, shall not be construed as a waiver of its governmental or sovereign immunities.

SECTION 7. IMMUNITIES

See State Laws [INSERT]_____.

SECTION 8. APPLICABLE LAW

In the event that the construction, interpretation, and enforcement of this Agreement are subjected to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities there under, shall be governed by the laws of the State of _____. In such event, the Courts of the State of _____ shall have jurisdiction over the Agreement and the parties.

SECTION 9. SEVERABILITY AND THE EFFECT ON OTHER AGREEMENTS

Should any portion, section, or subsection of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this Agreement shall remain in full force and effect without regard to the section, portion, or subsection or power invalidated.

SECTION 10. AMENDMENTS

Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

SECTION 11. SIGNATURES

In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual Agreement. The effective date of this Agreement is the date of the signature and seal last affixed to this page.



_____ **COUNTY/CITY OFFICIALS**

Date Signed: _____

Mayor/Commissioner

Attest

Title

Emergency Manager

_____ **COUNTY/CITY OFFICIALS**

Date Signed: _____

Mayor/Commissioner

Attest

Title

Emergency Manager



SAMPLE “ACTUAL INCIDENT AGREEMENT” FORMS

Resource Request Forms should be modified and adapted according to local procedures and rules.

**PART I: REQUEST FOR ASSISTANCE
PART II: ASSISTANCE TO BE PROVIDED
PART III: REQUESTING PARTY’S APPROVAL**



PART I: REQUEST FOR ASSISTANCE

Incident Name: _____ **Request Number:** _____

Requesting Party Name: _____

Point of Contact Name: _____

Phone: _____

E-mail: _____

Fax: _____

1. General description of the event. (*Attach latest local Situation Report.*)

2. Identification of the emergency services function(s) for which assistance is needed (e.g., fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, mass care, resource support, search and rescue, etc.) and the particular type of assistance needed. (*Please attach additional documentation as needed.*)

3. Identification of the critical infrastructure system(s) for which assistance is needed (e.g., sanitary sewer, potable water, storm water systems, etc.) and the type of work assistance required. (*Please attach additional documentation as needed.*)

4. Amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed, including approx. place of arrival. (*Please attach additional documentation as needed.*)

5. When Needed (Date & Time) _____

Authorized Requesting Party Official: _____

Title: _____ **Signature:** _____

Date: _____ **Time:** _____

After completion of Part I, fax this form to the potential Assisting Party and/or to the State EOC.



PART II: ASSISTANCE TO BE PROVIDED

Incident Name: _____ **Request Number:** _____

Assisting Party Name: _____

Assisting Party Point of Contact Name: _____

Phone: _____ **E-mail:** _____ **Fax:** _____

The request for assistance from _____ has been received.

Date & Time Received: _____

Assistance Will Be Provided?

- ☐ YES
☐ NO

If no, briefly explain why:

1. Personnel. (List or attach point-of-contact/team leader and all personnel)

2. Equipment, Supplies, & Materials. (List or Attach)

3. Place of Arrival: _____

4. Estimated Date and Time of Arrival: _____

5. Estimated Date and Time of Departure: _____

6. Please attach additional information pertinent to this Actual Incident Agreement, such as, but not limited to: information or terms for procedures or provisions of mutual aid, reimbursements (i.e. waiver of reimbursement, payments), insurance, or any other items.

The above and/or attached terms and information have been coordinated with the Requesting Party.

- ☐ YES
☐ NO

Authorized Assisting Party Official: _____

Title: _____ **Signature:** _____

Date: _____ **Time:** _____

After completion of Part II, fax this form to the Requesting Party and/or to the State EOC.



PART III: REQUESTING PARTY'S APPROVAL

Incident Name: _____ **Request Number:** _____

In accordance with this Actual Incident Agreement and the terms and conditions described in Part II, this agreement is hereby:

- ☐ **ACCEPTED**
- ☐ **DECLINED**

Authorized Requesting Party Official: _____

Title: _____ **Signature:** _____

Date: _____ **Time:** _____

After completion of Part III, fax this form to the Assisting Party and/or to the State EOC.

Attachment E. KCTEAM Accountability System

KCTEAM Accountability System Overview

The KCTEAM Accountability System provides area response agencies the necessary hardware and software to print identification badges unique to the Kansas City metropolitan area. The system was designed primarily for use in two different types of situations: “pre-incident” and “just-in-time” during an incident. As these situations have differing hardware, software, procedures and outcomes, distinctive policies for each situation are necessary to guide the proper use, deployment and verification of the KCTEAM Accountability System. This document is intended to establish these sets of policies as uniform guidelines for agencies employing the System. Participating agencies have adopted these guidelines and agreed to abide by them.



KCTEAM Policy
Guidance (2012).pdf

For access to the full document, please click here:

Discipline-Specific Pre-Incident Badging Policy Guidelines are provided below:

Emergency Management Agency Pre-Incident Badging Policy Guidelines

Sponsoring Committee: Metropolitan Emergency Managers Committee (MEMC)

Approval date: July 11, 2013

Background: During large-scale or significant regional disasters in the Kansas City metropolitan area, impacted jurisdictions may request emergency management staff from non-impacted jurisdictions in the region to augment and support EOC or other operations. To facilitate EOC or on-scene access, these responding emergency management staff should be pre-identified and authorized as a potential deployable asset for their jurisdiction. The region has invested in a KCTEAM Accountability System with Pre-Incident Badges as one way for jurisdictions to pre-identify and manage personnel that may be deployed to support other jurisdictions within the Kansas City region.

Policy: This policy was developed by the Metropolitan Emergency Managers Committee (MEMC) Leadership; all participating agencies have agreed to this policy and instituted it as part of their standard operating procedures. This policy contains four elements, Database Management, Issuing Badges, Badge Format/Member Qualifications and Training which are discussed in detail below. These elements represent the minimum requirements for a jurisdiction to utilize KCTEAM Badges for its emergency management personnel. Jurisdictions may implement additional requirements as they see fit, so long as they do not conflict with the elements stated here. The state recognized Emergency Management Coordinator (or their designee) for designated political sub-jurisdictions will be the key Point of Contact for developing and administering their emergency management agency/office's KCTEAM Badging Policy. Nothing in this policy shall obligate a jurisdiction to utilize KCTEAM badges, but rather sets forth basic guidelines should they choose to do so.

1. Database Management: Each Emergency Management Agency/Office shall be provided access to the KCTEAM system as a sub-administrator; each agency/office or their appointed sub-administrator is responsible for maintaining its database of current personnel within www.kcresponder.com. The process for assigning and printing credentials will be determined by the Emergency Management Agency/Office.

2. Issuing/Revoking Badges: Each participating jurisdiction's key Point of Contact will be responsible for issuing KCTEAM badges to appropriate emergency management personnel in accordance with their own policies. All badges will have a standard expiration date of 4 years post-issuance date or less as required by the issuing emergency management office. If a badge-holder resigns their position, their badge shall be revoked and returned to the issuing EM office as part of their normal separation procedures. If a jurisdiction's Point of Contact resigns their position, their replacement should review their jurisdiction's KCTEAM badging policy and determine whether previously issued badges shall remain in effect or be returned and re-issued as appropriate.

To print badges, each jurisdiction will coordinate with one of the regional badge printing stations. If required, reimbursement costs for badge printing expenses will be negotiated between each EM office and the badge printing station.

3. Badge Format and Member Qualifications: The “emergency management badge” profile will be used for all KCTEAM EM badges and will identify the cardholder as “EM” and their jurisdiction. Figure 1. below is an example of badge layout.

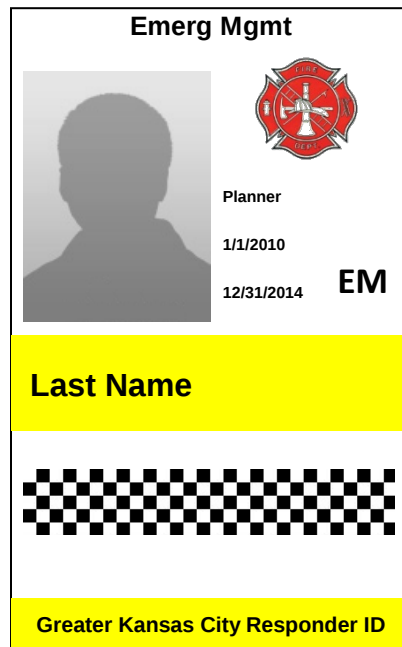


Figure 1. Emergency Management Badge Layout

Professional qualifications can be contained on each issued badge. Since the KCTEAM online system does not have the ability to identify changes to qualifications, any significant changes to a member’s qualifications will result in the issuance of a new badge.

4. Training: Prior to receiving a KCTEAM badge, all personnel will be trained to appropriate standards as determined by the local Point of Contact to be a deployable asset.

Effect. This policy guideline shall be effective immediately upon approval by the MEMC. It shall be reviewed at least annually and updated as necessary.



Metropolitan Emergency Communication Council (MECC) **Pre-Incident Badging Policy Guidelines**

Sponsoring Committee: Metropolitan Emergency Managers Committee (MEMC)

Approval date: July 11, 2013

Background: During mass casualty or other disaster related events, the region's amateur radio operators may be asked to staff the amateur radio stations throughout the region to provide backup and overflow communications capabilities. There is currently no mechanism to ensure personnel arriving to provide radio communications support have the proper security credentials to enter into a scene or facility providing support to a response or recovery event. The Metropolitan Emergency Communication Council (MECC) leadership has developed a protocol in order to utilize KCTEAM Badges as the security mechanism accepted by all participating emergency management organizations to allow access to events for amateur radio operator personnel. The MECC agreed to manage this process as recognized by the local Emergency Management Agency/Office under which that particular group is affiliated and as outline in Emergency Support Function (ESF) #2 - Communications of the Regional Coordination Guide.

Policy: This policy was developed by the MECC Leadership and approved by the Metropolitan Emergency Managers Committee (MEMC); all participating agencies have agreed to this policy and instituted it as part of their standard operating procedures. This policy contains four elements, Database Management, Issuing Badges, Member Qualifications and Training which are discussed in detail below. Nothing in this policy shall obligate a jurisdiction to utilize KCTEAM badges, but rather sets forth basic guidelines should they choose to do so.

1. Database Management: Amateur radio groups will request access to the KCTEAM system through their affiliated county/jurisdiction Emergency Management Agency/Office. Upon acceptance of the request, Emergency Managers will provide each individual amateur radio group affiliated with their jurisdiction access to the KCTEAM system as a sub administrator. The amateur radio group will then be responsible for maintaining a current database of personnel within www.kcteamresponder.com. The process for assigning and printing credentials will be determined by the county/jurisdiction Emergency Management Agency/Office.

2. Issuing/Revoking Badges: Each group will coordinate with one of the regional badge printing stations to print badges. Reimbursement costs for card printing expenses will be negotiated between each EM office and the badge printing station. All KCTEAM MECC badges will have a standard expiration date of 4 years post-issuance date or less as required by the issuing EM office. If an operator resigns from their position, their card shall be revoked and returned to the issuing EM office as part of their normal check out procedures. MECC shall be responsible for ensuring this is included in their policies.

3. Badge format and Member Qualifications: Amateur radio personnel are categorized as volunteers; the "volunteer badge" profile will be used for all KCTEAM MECC badges and will indicate the organization and affiliated jurisdiction on the card. Professional qualifications will be

listed on each issued card within the “Rank/Title” section of the card. MECC will utilize the regional amateur radio typing standard to identify qualifications (see Attachment 1). Since the KCTEAM online system does not have the ability to identify changes to qualifications, any significant changes to a member’s qualifications will result in the issuance of a new badge. The “Other ID” section of the card will list the cardholder’s individual call sign.

Figure 1. below is an example of badge layout.

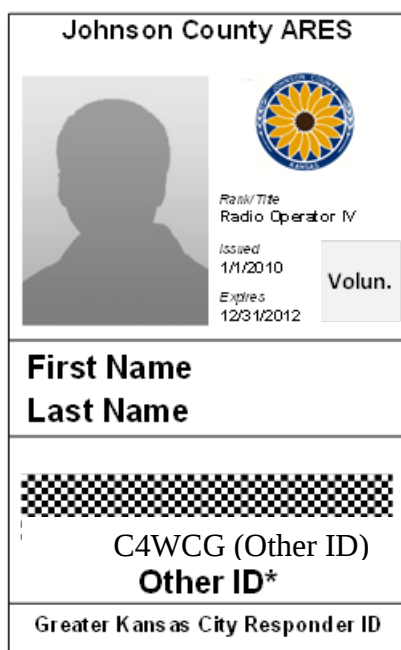


Figure 1. MRC Badge Layout

4. Training: Prior to receiving a KCTEAM badge, all personnel will be trained to the standard as outlined in the resource typing standard.

Effect. This policy guideline shall be effective immediately upon approval by the MEMC. It shall be reviewed at least annually and updated as necessary.

Attachment 1: Amateur Radio Operator Credentialing Requirements and Resource Typing

During a large scale event the need for additional communications resources can quickly overwhelm the locally available operators. The logical resolution is to request support from the un-impacted areas nearby. The result is an Emergency Management staff working with operators who they don't know and thus aren't confident in their skill set. The reason for this is amateur radio operators do not have a method for demonstrating their skills and relating them to their value during a response.

This problem is not unique to radio communications but true of almost all disciplines. The resolution proposed as part of the National Incident Management System is Resource Typing. The concept of resource typing is to classify both personnel and assets so that when a resource is requested the requesting agency gets what they need. As of yet FEMA has not applied their typing scheme to Amateur Radio.

To resolve this issue, a panel of amateur radio leadership in the KC Metro area developed a set of personnel typing requirements for amateur radio operators that follow the NIMS Resource Typing format. Below are the proposed training and skill set requirements for each of the four operator types. These should be considered MINIMUM requirements for each classification. If a group should so choose they could add additional skills and abilities as they see fit. The main objective is to make it easy for the receiving EM office to have some sense of what a particular operator's skills are and to provide confidence that a particular operator would be comfortable and able to complete a task or challenge that might be assigned to them.

Each resource must have their type qualification signed off by their sponsoring organization's leader and the designated Emergency Management official from their home jurisdiction.

Radio Operator IV

- Technician Class License (or higher)
- IS-100.b - Introduction to Incident Command System, ICS-100
- IS-700 National Incident Management System (NIMS), An Introduction
- Government Issued Photo ID (Driver's License, Student ID, etc.)

Radio Operator III

- All of Radio Operator IV plus the following:
- IS-200.b - ICS for Single Resources and Initial Action Incidents
- IS-802 Emergency Support Functions – ESF 2 Communications
- IS-800.B National Response Framework, An Introduction
- Demonstrated ability to act as net control.
- Emcomm Group issued ID (ARES, RACES, etc.)



Radio Operator II

- All of Radio Operator III plus the following:
- General Class License (or higher)
- Proficiency in one mode other than voice (i.e. digital, code, RTTY, ATV, etc.)
- Introduction to Emergency Communication – ARRL Course #: EC-001

Or all of the following:

- IS-1 Emergency Manager, An Orientation to the Position
- IS-120.a An Introduction to Exercises
- IS-130 Exercise Evaluation and Improvement Planning
- IS-288 The Role of Voluntary Agencies in Emergency Management
- Background check in home jurisdiction, if required
- Have a jurisdictionally (City, County, Region or State) issued Communications ID

Radio Operator I

- All of Radio Operator II plus the following:
- Hold a leadership role in an Emcomm group. This can be a board position like President, or appointment like Field Day Coordinator, Training Officer, etc.
- Have a demonstrated ability to lead and direct radio operators, demonstrated by either coordinating public service events, or creation & execution of live radio training or exercises with groups of 10-15 or more.
- [Public Service and Emergency Communications Management for Radio Amateurs](#)-ARRL Course #: EC-016

Or all of the following:

- IS-240.a Leadership & Influence
- IS-241.a Decision Making & Problem Solving
- IS-250 Emergency Support Function 15 (ESF-15) External Affairs
- IS-244.a Developing and Managing Volunteers
- IS-139 Exercise Design

Community Emergency Response Team (CERT) Pre-Incident Badging Policy Guidelines

Sponsoring Committee: Metropolitan Emergency Managers Committee (MEMC)

Approval date: July 11, 2013

Background. Within the Kansas City region, local jurisdictions have trained and equipped Community Emergency Response Teams (CERT) for disaster preparedness for hazards that may impact their area. CERT members are trained in basic disaster response skills, such as fire safety, light search and rescue, team organization and disaster medical operations. CERT members can be used in various ways to support disaster response and recovery operations.

During large-scale or regional disasters, CERT teams may be requested to deploy outside their home jurisdiction to provide support to a regional partner. The region has invested in a KCTEAM Accountability System with Pre-Incident Badges as one security and credentialing mechanism to allow supporting CERT personnel appropriate access to a disaster scene. In order to meet assurances that supporting CERT personnel are properly trained, vetted and suited to their job assignment, a consistent methodology for issuing KCTEAM badges is needed. This KCTEAM badge-use policy guideline sets forth that methodology.

Policy. This policy guideline was developed by the CERT Coordinators of the MEMC and approved by the MEMC; all participating agencies have agreed to these guidelines and instituted them as part of their standard operating procedures. This policy contains four elements, Database Management, Issuing Badges, Badge Format/Member Qualifications and Training which are discussed in detail below. These elements represent the minimum requirements for a jurisdiction to utilize KCTEAM badges for its CERT personnel. Jurisdictions may implement additional requirements as they see fit, so long as they do not conflict with the elements stated here. Nothing in this policy shall obligate a jurisdiction to utilize KCTEAM badges, but rather sets forth basic guidelines should they choose to do so.

1. Database Management: Each participating CERT coordinator is responsible for maintaining a current database of their personnel within www.kcresponder.com. Logons for the system will be requested and issued through county/jurisdiction emergency management agencies.

2. Issuing/Revoking Badges: All CERT members must meet four requirements to receive a KCTEAM badge:

- a. Pass a local background check
- b. Complete and graduate from a locally sponsored CERT course
- c. Complete IS-100 and IS-700
- d. Be 18 years of age or older

All KCTEAM CERT badges will have a standard expiration date of one year post-issuance date. If a volunteer is removed from or resigns their position, their card shall be revoked as part of their

normal check out procedures. Each CERT coordinator shall be responsible for ensuring this is included in local policies. CERT Coordinators will coordinate with their county/jurisdiction Emergency Management or closest badge printing station to print badges.

3. Badge Format and Member Qualifications: CERT personnel are categorized as volunteers; the “volunteer badge” profile will be used for all KCTEAM CERT badges and will identify the cardholder as “CERT” and the jurisdiction they are affiliated with. Figure 1. below is an example of badge layout.

Northland CERTClay County	
	 Rank/Title VolunteerRank/Title Issued 1/1/2010Issued Volun. Expires 12/31/2012Expires
First Name Last NameFirst Name	
	
Other ID*Other ID*	
Greater Kansas City Responder ID	

Figure 1. CERT Badge Layout

Additional qualifications/titles shall be not written on each issued card. Jurisdictions may include qualifications within the badge barcode and are responsible for ensuring qualifications are maintained up-to-date. If additional qualifications are used, they should be simplistic, realistic, and usable and tailored to describe skill sets desired of a deployable resource. Since the KCTEAM online system does not have the ability to identify changes to qualifications, any significant changes to a member’s qualifications will result in the issuance of a new badge.

4. Training: As a prerequisite to receiving a KCTEAM badge, all personnel will complete and graduate from a locally sponsored CERT course and be trained in IS-100 and IS-700.

Effect. This policy guideline shall be effective immediately upon approval by the MEMC. It shall be reviewed at least annually and updated as necessary.



Wyandotte County, Kansas Emergency Operations Plan

ESF 8 Public Health and Medical Services

Coordinating Agencies ~~Unified Government~~ Wyandotte County Public Health

Primary Agencies The University of Kansas Hospital

Edwardsville Fire Department

Providence Medical Center

Edwardsville Police Department

KCK Fire Department

KCK Police Department

Regional Specialty Response Teams

The University of Kansas Hospital

Formatted: Not Highlight

Wyandot Center

Wyandotte County Coroner

Wyandotte County Sheriff's Office

Support Agencies

American Medical Response (AMR)

American Red Cross

Area Agency on Aging

Board of Public Utilities

Bonner Springs/Edwardsville School District 204

Center for Disease Control

Edwardsville FD

Formatted: Not Highlight

Environmental Protection Agency

Funeral Directors' Association

Home Health Associations

Kansas City Kansas School District 500

Support Agencies Contd.

KCK Fire Department, Hazardous Materials Unit

Kansas Department of Health and Environment

Kansas City Metro Health Care Coalition

Formatted: Not Highlight

Support Agencies Contd.

University of Kansas Medical Center

Formatted: Not Highlight



Support Agencies Contd.

Long Term Care Associations

Medical Reserve Corps of Greater Kansas City

Mid-America Regional Council

Missouri Disaster Response System (MDRS)

Piper School District 203

Turner School District 202

Regional Specialty Response Teams

Unified Government Building and Logistics Division

Unified GovernmentWyandotte County Emergency

Unified Government Transit Authority

Voluntary Organizations Active in Disasters

Formatted: Font: 12 pt, Font color: Black,
English (U.S.)



1 PURPOSE, SCOPE, POLICIES/AUTHORITIES

This section provides the overall purpose of this ESF annex, the scope of emergency operations, as well as specific policies and authorities that govern assigned actions and responsibilities.

1.1 Purpose

This Emergency Support Annex (ESF) describes the actions required to provide to coordinate public health and medical services during a disaster. Specifically ESF 8 addresses:

- Public Health Department (PHD) notification, coordination and response
- Emergency Medical Services (EMS) activities
- Coordination among health care providers
- Mass fatalities management

1.2 Scope

This ESF includes information that addresses: 1) the four five phases of emergency management; 2) stakeholders including those with functional and access needs and children; 3) incident management procedures including organizational charts, as appropriate; and 4) all hazards planning. This ESF Annex applies to all County, City and participating agencies with assigned emergency responsibilities as described in Section 33, Responsibilities. This annex benefits Wyandotte County through coordination with partner agencies, outside organizations and the public. This annex specifically addresses:

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

- Command, Control, and Notification including the roles of County and City agencies with emergency responsibilities and their working relationships with the volunteer agencies providing public health and medical services;
- A flexible organizational structure capable of meeting the varied requirements of different emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP). The number of people in need and the type of services required will vary greatly depending on the hazard and its severity. The



population affected could range from very few in an isolated event, such as a small, quickly contained hazardous materials spill, to large numbers as a result of a widespread event such as a large powerful tornado impacting densely populated areas..

- Coordination of voluntary organizations offering emergency assistance programs to meet disaster-related public health and medical service needs.

1.3 Policies/Authorities/Guidelines

The following local, regional, state and federal authorities apply to this ESF 8 Annex.

Local

- Unified Government Code of Wyandotte County/Kansas City, Kansas, Health and Sanitation Article 1. Section 17-3;
- Unified Government Continuity of Operations Plan;
- [Wyandotte County – Unified Government, Kansas – Code of Ordinances / Chapter 12 – Emergency Management and Emergency Services](#)
- ~~Wyandotte County, Kansas City, Kansas Unified Government Resolution Number R-25-99 dated March 10, 1999;~~
- ~~Wyandotte County, Kansas City, Kansas Unified Government Ordinance Number 0-20-99 dated March 10, 1999;~~
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Codified through Resolution No. R-57-11, passed September 15, 2011. (Supp. No. 10).

Regional

- ~~Incident Management Plan~~
- Mid-America Regional Council (MARC) Regional Coordination Guide for ESF 8 ~~(currently under development)~~;
- Regional Mass Casualty Incident (MCI) Plan;
- [MARCER](#) Regional High Demand Plan;
- KC Metro Hospital Diversion Plan.

State

- [Kansas Statutes Annotated \(K.S.A.\), K.S.A. 65-119a](#), Duties and powers of local health officers;



- K.S.A. 65-201, Defines “local board of health” and “local health officer”;
- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- K.S.A. Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact (EMAC);
- K.S.A. KSA 48-904 through 48-958: as amended, State and County Emergency Management Responsibilities;
- State of Kansas Response Plan, 20141.

Formatted: Default Paragraph Font

- Kansas Pandemic Influenza Preparedness and Response Plan
- Kansas Pandemic Influenza Preparedness and Response Plan

Formatted: No underline, Font color: Auto

Formatted: Indent: Left: 0.5", No bullets or numbering

Federal

- Health Information Portability and Accountability Act (HIPAA);
- Title II of the Americans with Disabilities Act;
- National Response Framework;
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents;
- Homeland Security Presidential Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101;
- Disaster Mitigation Act of 2000.
- Disaster Mitigation Act of 2000.
- Centers for Disease Control and Prevention
- Assistant Secretary for Preparedness and Response (ASPR)
- Department of Health and Human Services

Formatted: Not Highlight

Formatted: Bullets, Indent: Left: 0.25"

Formatted: Not Highlight

Formatted: Indent: Left: 0.5"



32 CONCEPT OF OPERATIONS

This section provides a narrative description summarizing the Concept of Operations for the following ESF 8 activities. 1) General Command, Control, and Notification, 2) Continuity of Operations, 3) Medical Surge, 4) Epidemiology and Surveillance, 5) Fatality Management, 6) Pre-hospital Care, 7) Medical Countermeasure Distribution and Dispensing, 8) Medical Material Distribution, 9) Non-pharmaceutical Interventions, 10) Responder Health and Safety, 11) Volunteer Management, 12) Environmental Health, 13) Behavioral Health, and 14) Considerations for Functional and Access Needs Populations.

The narrative portions of this section provide summarized overviews for the topics listed above. Section 1.12.15 provides additional operational details by listing specific actions to be accomplished in each phase of Emergency Management for ESF 8. Then Section 3 provides the detailed actions organized by agency detailing their ESF 8 duties in a consolidated format.

3.12.1 General (Command, Control, and Notification)

Managing the health and medical components of any mass casualty event is a complex, multi-faceted process and as such requires the careful coordination of resources. In order to best facilitate this process, Wyandotte County recognizes the need for multiple coordinating primary agencies. From an operational standpoint, responsibilities for ESF 8 coordination are assigned as follows:

Public Health Agencies (Public Health Response)

- ~~Epidemiology~~ / Disease Surveillance
- Epidemiology Investigation
- Isolation and Quarantine
- Non-Pharmaceutical Interventions
- Countermeasure Response and Reporting

Emergency Medical Services (Casualty Management)

- High Demand for EMS Services
- Patient Tracking
- Hospital Diversion
- Large Venue / Scenario Pre-Planning



Hospital Services (Acute Care Management)

- Medical Surge
- Alternate Care Sites
- National Disaster Medical System (NDMS)
- Regional Healthcare Coordinating System (RHCS)

Coroner (Fatality Management)

- Local Morgue Operations
- ~~KCRMORG (sign agreement)~~
- Coordination with Local, State and Federal Agencies
- Disaster Mortuary Operational Response Team (DMORT)

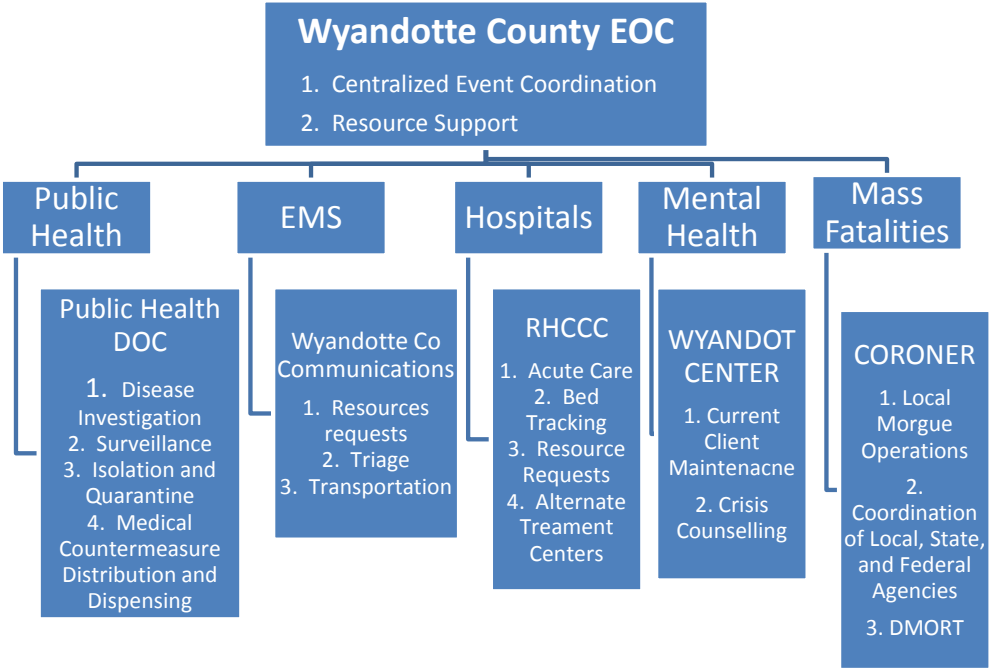
Formatted: Not Highlight

Wyandotte Center for Behavioral Health Care

- Behavioral Health

For a full list of responsibilities of other primary agencies, see Section 3.

An abbreviated organizational chart for ESF 8 is below:





Activation of ESF 8 may result from one of the following:

- 1) An event that originates as a Health and Medical Emergency such as a widespread disease that is being monitored by the Public Health Department and hospitals in the County that escalates beyond normal capabilities;
- 2) An event that originates as a multiple injury EMS call that escalates beyond normal capabilities or
- 3) Another primary event that has resulted in the activation of the EOC that also involves the need for coordinated health and medical services.

In situations originating as a health and medical emergency, or EMS call, the Public Health Department or responding EMS Department will keep the Emergency Management Department informed of situations with the potential to require activation of the Wyandotte County EOC.

When the Emergency Management Director is notified of an event that requires the activation of the EOC, the Emergency Management Director, in consultation with the County Administrator, and emergency management staff will determine which Emergency Support Functions are required for activation in support of emergency operations. If the request to activate the EOC came from the Public Health Department or EMS Departments, from an event that originated as a health and medical emergency, ESF 8 will automatically be activated. If another primary event resulted in activation of the EOC and it is determined that health and medical services are needed, the Emergency Management Director will contact the Coordinating Agencyies for ESF8 and request representatives to report to the EOC to attend an initial briefing regarding the situation.

Depending on the complexity or severity of the event, the Emergency Management Director, or designee, may advise the County Administrator that the need exists to declare a local emergency. The Emergency Management Director or designee may also advise the City Administrators in Bonner Springs and/or Edwardsville of the need to declare a local emergency in their community. For more information on a declaration of a local emergency, see the ESF 5 Annex.

ESF 8 has six a designated Coordinating Agencyies:

Unified Government Public Health Department.

KCKFD EMS Division

Formatted: Not Highlight

Formatted: Normal



■ Bonner Springs EMS Department

■ Edwardsville FD/EMS

■ Providence Medical Center

■ University of Kansas Medical Center and Hospital

Depending on the location and complexity of the event, ~~one or more~~ representatives will be requested to report to the EOC. Once activated, the ESF 8 Coordinators ~~are~~ is responsible for contacting primary and support agencies with liaison roles as well as providing briefings and direction for activities pertaining to public health and medical.

3.1.12.1.1 Departmental Operations Centers (DOC)

It is understood through this planning effort that whenever a coordinating agency chooses to open a Departmental Operations Center to manage the event, they will also send a representative to the EOC to serve as liaison between the EOC and the DOC. Wyandotte County Emergency Management will be responsible for ensuring that the proper equipment and connections are provided for those representatives so the connectivity is maintained.

Public Health Departmental Operations Center

In some instances originating as a health and medical emergency (i.e., a disease outbreak or suspected bioterrorism event), the Public Health Department may activate the Public Health Departmental Operations Center (PH DOC) to coordinate health and medical activities and/or support health and medical operations in the EOC. If activated, the PH DOC will coordinate closely with the Emergency Management Department and the County EOC.

Activation of a PH DOC serves as notice to all Public Health Department staff to shift from normal operations to emergency operations, which may require departmental shifts in mission, staffing and resource allocation.

The PH DOC will be established at the PHD on the third floor or at a secondary facility as needed. The PH DOC will be operated in accordance with the ICS structure in place for the PHD. ~~(See Attachment xx, PHD Multi-Hazard Incident Command Structure.~~



KCK Fire Departmental Operations Center

In some instances originating as an EMS response, the KCK Fire Department may activate the KCK Departmental Operations Center or alternate DOC.

Primary:

Station #6
9548 State Street
Kansas City, Kansas

Alternate:

815 N. 6th Street
Kansas City, Kansas

Bonner Springs EMS Departmental Operations Center

The Bonner Springs EMS Department may activate their DOC.

Bonner Fire Department
13001 Metropolitan
Bonner Springs, Kansas

Edwardsville Fire Department EMS Departmental Operations Center

The Edwardsville Fire Department EMS Department may activate their DOC.

Edwardsville Fire Department
698 South 4th
Edwardsville, Kansas

Tactical EMS operations will be controlled by the incident, Unified or Area Commander(s) at the scene(s) within the Incident, Unified or Area Command System (ICS) structure. The Incident, Unified or Area Commander(s) will assess the need for additional resources and request additional resources initially through the Wyandotte County Communications Center to activate mutual aid. Once mutual aid resources are exhausted, EMS, will request the EOC request additional assets to support field operations through the Wyandotte County Communications Center.

Hospital Departmental Operations Centers

Both acute care hospitals in Wyandotte County (Providence Medical Center (PMC) and ~~†The University of Kansas Medical Center and Hospital~~ University of Kansas Hospital (TUKH)) have developed Standard Operating Procedures (SOP's) that include activation of Hospital Command Centers-DOCs to respond to mass casualty incidents or other situations that exceed normal capabilities.

Formatted: Not Highlight

TUKH and PMC Emergency Plans contain procedures for surge capacity, CBRNE agent identification, patient decontamination, triage, and treatment, etc. A contact list and each facility's identified capabilities are included as Appendices C and D of Attachment 2 of the Special Incident Annex Plan.

Formatted: Not Highlight



The Hospital Incident Command System (HICS) will be used by both UKHATUKH and PMC to manage emergency incidents at their facilities. The HICS is based on the Incident Command System (ICS) and provides a logical structure, defined responsibilities, clear lines of command, and common terminology to assist hospitals in managing emergency events. The use of this shared command structure will assist with coordination during events.

3.1.22.1.2 Communications Systems

The ESF 8 Coordinator(s) will manage the collection, processing, and dissemination of ESF 8-related information to and from the EOC. WebEOC will be utilized as the preferred method to maintain communications between the EOC and all applicable field sites (i.e., field command post, points of dispensing, local distribution site, the DOCs, etc.) and to disseminate information to EOC staff and other activated ESFs. Other forms of communications to provide information updates to the EOC will be closely coordinated through the EOC Data and Technology Coordinator to ensure necessary ESF 8 information is disseminated to the EOC staff.

ESF 8 also has several other communications resources to assist health and medical agencies in accomplishing emergency activities. Brief overviews are provided below for these communications resources:

- **EMResourceSystem** is the region's primary method of communicating hospital status and capabilities and coordinating patient routing during a multi-casualty incident (MCI). EMResourceSystem, a web-based program providing real-time information on hospital emergency department status, patient capacity, and the availability of staffed beds and specialized treatment capabilities, is used in the metropolitan area to link all acute-care hospitals and most EMS agencies.
- Additionally, each hospital facility is also equipped with the Hospital Emergency Administrative Radio (HEAR) system. The HEAR system is a single channel radio system that is available to link hospitals in the metropolitan area on a single channel radio system. The HEAR system and also serves as a backup to the EMResourceSystem in the event of a mass casualty incident.
- The **Health Alert Network (HAN)** is available to assist Wyandotte County with notification of a public health emergency. The state HAN is capable of notifying the Wyandotte County PHD via pager, phone, fax, and email. The local HAN may be used to notify additional PHD personnel, the Emergency Management Department and other local agencies.

Formatted: Not Highlight



- (For additional information, see Attachment 4.44.5 Health Alert Network, Alert and Notification)
- Also in place to assist with coordination and communication among multiple emergency medical agencies providing out-of-hospital emergency medical care in the metropolitan area is the **Mid-America Regional Council Emergency Rescue Committee (MARCER) Regional Mass Casualty Incident Plan**. The MARCER Plan is designed to maximize the existing resources of EMS agencies and hospitals.
- Phone, Pager, Facsimile, E-mail and Amateur (Ham) Radio-Satellite capabilities at the PHD are available for use in emergency situations to both receive information and provide information to the public. The two acute care hospitals also have point-to-point communications between hospitals and Amateur Radios for back-up communications.
- The primary means of communications with PHD field personnel will be through cellular telephones. When necessary, PHD field personnel will be equipped with handheld 800-MHz Radios operating on the Wyandotte County Public Safety Radio System (WCPSRS). The PHD will coordinate with the Emergency Management Department to ensure sufficient two-way or 800 Megahertz WCPSRS radios in the event cellular telephones and landline communications are non-functional.
- The primary means of communications with EMS field personnel will be through 800-MHz WCPSRS radios. The KCKFD, Edwardsville Fire and Bonner Springs EMS Departments utilize a medical communications system built on area-800 MHz WCPSRS radio system. This system facilitates communication between responders on scene, between the responders and area hospitals, and between scenes as needed. In addition, these units have access to the **NPSPAC mutual aid radio frequencies, the Regional Area Multi Band Integrated System (RAMBIS) and other Metropolitan Area Regional Radio System (MARRS) talkgroups** if needed. PHD has access to all of the above systems.
- KCKFD commanders and EMS units carry **cellular phones-on either the AT&T or Nextel Sprint network**. In addition, the department utilizes **Sprint wireless cards** to maintain computer connectivity in the field.
- The hospitals in the MARC region maintain their own call trees dispatching and alerting capabilities and will notify personnel and call up personnel via their internal procedures.
- In addition to the EM Resource System, communications between hospitals and EMS agencies will occur through the Medical Channel System (Med Channel), a two-way communication system allowing EMS responders from over thirty (30) agencies to communicate with area hospitals regarding pre-hospital patient care and/or to alert the hospitals to in-coming patient situations.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight



- EMSystem is a web-based program providing real-time information on hospital emergency department status, patient capacity, and the availability of staffed beds and specialized treatment capabilities. EMSystem is used in the metropolitan area to link all acute-care hospitals and most EMS agencies—for additional information, see the EMSystem Policies and Protocols Manual maintained by the MARCER.

Formatted: Normal

- UKHATUKH and PMC₇ are equipped with 800-MHz MARCER radio system resources, as are most hospitals in the region. All Med Channel pre-hospital communications to hospitals occur over this radio system. During MCI operations, MARCER has the ability to patch multiple hospitals into one tactical talk group to facilitate region wide communications.
~~Each hospital facility is also equipped with the Hospital Emergency Administrative Radio (HEAR) system. The HEAR system is a single channel radio system that is available to link hospitals and many area EMS agencies in the metropolitan area and also serves as a backup to EMSystem. The HEAR system is activated by contacting St. Joseph's Medical Center, who will then alert other hospitals of the incident. The hospitals also have Amateur Radios for back-up communications.~~

Formatted: No bullets or numbering

3.22.2 Continuity of Operations

Public Health: During serious emergency situations, the PHD will consider focusing its entire resources on managing the public health aspects of the situation, except the TB control nurse. When necessary, the PHD will reassign staff.

Formatted: Not Highlight

If necessary, the planning section will discuss ongoing and/or long term PHD staffing needs. If the decision is made to suspend non-essential services, PHD staff will be available to perform various functions as requested. PHD personnel may be notified for duty on a very short notice (~~see Attachment 4.14.1—PHD Internal Call Tree~~) and rescission of planned leaves and other absences will be instituted as necessary.

Formatted: Font: Italic

Based on the activation of the PHD ICS, the Logistic Section will coordinate staffing with the approval of the PHD Director. If necessary and feasible, the EOC will activate the mutual aid agreements signed with neighboring jurisdictions to provide additional staff to assist with health and medical activities. Assistance with PHD activities may be requested from private sector resources and voluntary organizations. Assistance may also be requested from regional health department partners.

EMS / Public Safety Answering Point (PSAP): Although EMS agencies all maintain offices, they are generally mobile resources and determination of a COOP event for



these entities is dependent on the number of persons and vehicles that have been rendered unavailable by the circumstances. They are largely dependent on dispatching services however, and a catastrophic failure at the PSAP operations will be moved to the alternate PSAP facility. The Unified Government's departmental Continuity of Operations Plans would be implemented as needed. ~~These plans describe procedures to get assistance when overwhelmed and list alternate locations to operate from when their facility is damaged and unavailable. All alternate locations are accessible under the American with Disabilities Act.~~

The alternate location for the Wyandotte County Communication Center is the Emergency Operations Center. Incident dispatching can occur from the mobile command vehicle, but -9-1-1 dispatching cannot be managed from the mobile vehicle. Other alternate locations include the city halls of Bonner Springs and Edwardsville and the Johnson County Emergency Communications Center. All alternate locations are accessible under the American with Disabilities Act.

Hospitals: Hospitals are complex highly technical entities with sophisticated, sensitive, expensive equipment which is in some instances nearly impossible to acquire on short notice. Hospitals in Wyandotte County have functional Continuity of Operations plans. Additionally hospitals are responsible for ~~as en~~ ensuring the Alternate Care Center plans are in place and that sufficient equipment has been purchased. Training and exercises regarding Alternate Care Sites is on-going. In some instances Alternate Care Sites may be used during COOP situations.

3.32.3 *Medical Surge*

Both acute care hospitals in Wyandotte County have identified a surge capacity as follows:

Formatted: Not Highlight

- ~~UKHATUKH~~: 751 licensed beds of which 24 are bassinets. ~~638696~~ are fully staffed.
- PMC: 400 licensed beds with ~~145200~~ fully staffed.

This allows an average reserve capacity of 137-208 beds (depending on staffing) for new inpatients on any day in Wyandotte County. In addition, both PMC ~~has plans to~~



set up hospital overflow at the Kansas City Kansas Community College (KCKCC) and UKHATUKH havehas plans to set up patient overflow capability in-house.

To further expand available beds, all patients who can be discharged will be sent home and those with less acute needs will be sent to other specialty hospitals or nursing homes in the area. Other residential care facilities, shelters, schools, large businesses, and churches will be utilized if needed for hospitals overflow. ESF 6 (Mass Care, Housing and Human Services) to of the Wyandotte County EOP includes a list of facilities identified as emergency placement facilities that may potentially be used for expansion of the healthcare system.

Formatted: Not Highlight

In the event of a MCI, the number of seriously injured or ill patients could easily overwhelm Wyandotte County's hospital's capacities. If this occurs, additional beds will be sought at other metropolitan area hospitals. The Regional Hospital Plan for the NE Kansas Region may be activated when more than two hospitals in the KC Metro region are needed to receive casualties from an event, and when the resources utilized to respond to the event have been or will soon be exhausted. Plan activation will be made by the affected Hospital to the Regional Incident Commander will request the Regional Hospital Coordinator to activate the plan. Activation of the plan authorizes the deployment of available resources such as personnel, supplies, equipment, and facilities. A copy of the MARCERNE Kansas Regional Plan is kept in maintained by the Emergency Management Department can be found in the Documents Section of EMResource. It contains various contacts and resource lists for the thirty-onefour (314) hospitals in the region.

Formatted: Not Highlight

3.3.12.3.1 Monitor/Communicate Bed Availability

In the event of a mass casualty incident, an alert will be posted on EMResource. the Incident Commander (IC) will contact the appropriate EMS System Coordination Center (EMCC) through their agency dispatch center and request that a Mass Casualty Incident (MCI) alert be issued through the EMS System. The alert can be local in nature (i.e., issued to the five hospitals closest to the incident) or it can be issued to the hospitals metropolitan-wide.

EMSystem is a web-based program providing real time information on hospital emergency department status, patient capacity, and the availability of staffed beds and specialized treatment capabilities. EMSystem is used in the metropolitan area to link all acute care hospitals and most EMS agencies for additional information, see the EMSystem Policies and Protocols Manual maintained by the MARCER.



In some instances, hospitals may be the first to identify a mass casualty incident through the presentation of walk-in patients. In this scenario, the affected hospital(s) will ~~notify the~~ EMResource System Coordination Center (EMCC) as well as the Public Health Department in the affected jurisdiction. Public Health Departments will alert the Emergency Management DepartmentAgency and other appropriate officials in their jurisdictions.

Upon notification or recognition of an event, the hospitals in the area will activate their disaster response plans. The hospitals in the MARC region maintain their own dispatching and alerting capabilities and will notify personnel and call up personnel via their internal procedures.

~~In addition to the EMS system, communications between hospitals and EMS agencies will occur through the Medical Channel System (Med Channel), a two-way communication system allowing EMS responders from over thirty (30) agencies to communicate with area hospitals regarding pre-hospital patient care and/or to alert the hospitals to incoming patient situations.~~

Communications between the hospitals and the Wyandotte County EOC may occur using the capabilities of WebEOC, telephones or radios.

EMS – Hospital Coordination

Utilizing ~~EMResourceMSystem~~, field medical operations will notify area hospitals as soon as possible of the nature and scope of the incident, including but not limited to:

- Estimated number of affected persons
- Suspected CBRNE substances

Formatted: Not Highlight

Throughout the event and at regular intervals, the on-scene medical transport officer will frequently update the hospital(s) regarding the scope of the incident. EMS agencies on scene and ~~in en~~route will maintain contact with the hospitals regarding patient status / condition, potential hazards to hospital personnel and the level of PPE being utilized based on decontamination status, triage, and treatment. As described under decontamination, the EMS agencies will inform hospitals prior to their arrival so they may implement their decontamination procedures, if necessary.

The two acute care hospitals in Wyandotte County, ~~The~~ University of Kansas Hospital Authority and Medical Center (UKHATUKH) and Providence Medical Center (PMC), have emergency plans in place as required by The Joint Commission (TJC). ~~on the~~

Formatted: Not Highlight



~~Accreditation of Healthcare Organizations (JCAHO).~~ The medical activities of the hospitals will be governed in accordance with these internal emergency plans and procedures.

~~3.3.22.3.2~~ Decontamination

If necessary, the hospitals will prevent contamination of their facilities from non-EMS walk-in patients by performing a lock down as described in internal policies and procedures. If contaminants~~nties~~ on incoming patients present a threat to hospital personnel, hospitals will implement decontamination procedures and use appropriate Personnel Protective Equipment (PPE).

Formatted: Not Highlight

Decontamination should be performed, as much as possible, prior to the patient's arrival at a definitive care facility. However, if contaminated patients arrive at hospitals, appropriate decontamination will be performed based on the agent involved based on internal policies and ~~procedures--procedures~~. Once they are notified of an incident with the potential need for patient decontamination, hospitals will prepare to implement their decontamination procedures. Both ~~TUKHA~~ and PMC have decontamination capabilities as described in their internal emergency plans.

Formatted: Not Highlight

The Hospitals will use their own decontamination equipment first and if additional decontamination equipment is required, the hospital will request use of decontamination equipment from nearby hospitals through the regional hospital coordinator. If additional equipment is still needed, the hospital can make calls to other hospitals in the region. If further assistance is needed, state resources may be requested through the [Wyandotte County](#) EOC.

Formatted: Not Highlight

Depending on the nature and scope of the incident, situations may arise where large numbers of patients awaiting decontamination present a threat to the safety of hospital triage personnel. If inadequate security is present and a threat exists, the triage personnel should retreat to the safety of the hospital.

Detailed information on hospital decontamination capabilities and procedures are contained in the PMC and ~~UKHATUKH~~ CBRNE Plans.

~~3.3.32.3.3~~ WMD Agent Recognition & Treatment of Casualties

~~Each Health Care Facility (HCF) in Wyandotte County is required to have up-to-date internal disaster plans in place. These plans may include procedures that address CBRNE agent recognition & treatment of casualties. The plans are typically specific in~~

Formatted: Not Highlight



nature with regards to job descriptions and responsibilities in the event of mass casualty incidents.

Patients arriving at hospitals will be triaged using the basic principles of triage and standard operating procedure, as this is a task hospitals perform daily. Special triage procedures described in the treatment protocols referenced above will be incorporated as appropriate. The triage and initial care of contaminated patients presents special concerns for hospital personnel. Recommendations for appropriate PPE for hospital staff will be made by the Safety Officer as dictated by the event. Hospital personnel should be familiar with performing triage and administering treatment while wearing PPE.

Both Wyandotte County acute care hospitals have access to emergency treatment protocols for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) illnesses and injuries through several websites and 24-hour access numbers, such as the National Institute for Occupational Safety and Health (NIOSH); the Poison Control Center, TOMES Medical and Pharmaceutical Services and the Jane's Chem-Bio Handbook.

~~The a~~Approved Treatment Protocols for the use of Duo-Dote kits can be found at:
<http://www.drugs.com/pro/duodote.html> ~~are included as an Appendix to Attachment 6—~~
~~Chemical, Radiological, Nuclear and Explosive Incidents in the Chapter 5 of the Special~~
~~Incident Annex.~~

Formatted: Not Highlight

For access to the prepositioned category B shipping containers and packaging materials (Chemical Event Shipping Supply Locations—**CESSL**) for health professionals to use for collecting specimens from persons within a chemical exposure area:

Formatted: Font: Bold

- During normal business hours: Contact the Emergency Management Department at (913) 573-6300.
- After normal business hours and on holidays/weekends: Contact Fire Dispatch at (913) 596-3081, ask them to contact the Emergency Management on-call representative and have the on-call EM contact you.

Formatted: List Paragraph, Bulleted + Level: 1
+ Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: List Paragraph

For access to the local supply of nerve agent antidotes (**CHEMPACK**): Contact the Regional Hospital Emergency Preparedness Coordinator at (816) 858-2550 ~~(Steve Hoeger)~~.

Formatted: Not Highlight

Formatted: Font: Bold

Formatted: Not Highlight



For security and transport of CHEMPACK within Wyandotte County:

Formatted: Underline

- During normal business hours: Contact the Wyandotte County Sheriff's office at (913) 573-2861 and ask for a Sheriff's Field Supervisor to contact you.
- After normal business hours and on weekends and holidays: Contact the Police Communications Supervisor at (913) 596-3000, ask them to contact a Sheriff's Field Supervisor and have the Field Supervisor contact you.

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

To transport larger quantities of the CHEMPACK, items that cannot be moved in a regular sheriff's sedan, contact Emergency Management in the same manner as described above for the CESSL.

Formatted: Indent: Left: 0.25"

3.3.42.3.4 Patient Tracking

All hospitals and EMS agencies in the Kansas City metropolitan area ~~use EMS system to~~ track patients and route them to appropriate healthcare facilities. ~~During a mass casualty event, the EMS system Coordination Centers (EMCCs) will coordinate all patient transfers between facilities. The three (3) EMS system Control Centers (EMCC) are:~~

- ~~EMCC West: Johnson County Emergency Communications Center~~
- ~~EMCC Central: KCFD/EMS~~
- ~~EMCC East: Lee's Summit Fire Department~~

Formatted: Normal

Hospitals will continually update patient treatment capability information to the EMCC.

The three (3) EMResource Control Centers (EMCC) are:

- EMCC West: Johnson County Emergency Communications Center (add phone number)
- EMCC Central: KCFD(Mo)/EMS
- EMCC East: Lee's Summit Fire Department

Formatted: Not Highlight

Formatted: Indent: Left: 0.5", No bullets or numbering

~~Based on this information, recommendations will be made to the on-scene Transportation Officer and the Hospital Incident Commander(s) regarding the distribution of patients and the need or potential need to activate resources outside Wyandotte County.~~



As part of the on-scene triage process, patients will be issued triage tags that provide a color coded status (no injury, immediate, delayed, minor, morgue). Patient documentation and tracking will be in written form.

Information regarding the need to transfer patients from a facility will be relayed through the Hospital-Emergency Incident Command System (HEICS) structure to the appropriate ECC, Regional Healthcare Coordination Center or the Wyandotte County EOC.

3.3.52.3.5 Information Sharing/Victim Identities

Wyandotte County follows the September 2, 2005 bulletin from the U.S. Department of Health and Human Services Office for Civil Rights regarding HIPAA Privacy and Disclosures in Emergency Situations. Providers and health plans covered by the HIPAA Privacy Rule can share patient information in all the following ways:

Formatted: Not Highlight

TREATMENT

Health care providers can share patient information as necessary to provide treatment. Treatment includes:

- Sharing information with other providers (including hospitals and clinics),
- Referring patients for treatment (including linking patients with available providers in areas where the patients have relocated) and,
- Coordinating patient care with others (such as emergency relief workers or others that can help in finding patients appropriate health services),
- Sharing patient and situational information with public health for epidemiological purposes

Providers can also share patient information to the extent necessary to seek payment for these health care services.

NOTIFICATION

Health care providers can share patient information as necessary to identify, locate and notify family members, guardians, or anyone else responsible for the individual's care of the individual's location, general condition or death.



The health care provider should get verbal permission from individuals, when possible; but, if the individual is incapacitated or not available, providers may share information for these purposes if, in their professional judgment, doing so is in the patient's best interest.

Thus, when necessary, the hospital may notify the police, the press, or the public at large to the extent necessary to help locate, identify or otherwise notify family members and others as to the location and general condition of their loved ones.

In addition, when a health care provider is sharing information with disaster relief organizations such as the American Red Cross who are authorized by law or by their charters to assist in disaster relief efforts, it is unnecessary to obtain a patient's permission to share the information if doing so would interfere with the organization's ability to respond to the emergency.

IMMINENT DANGER

Providers can share patient information with anyone as necessary to prevent or lessen a serious and imminent threat to the health and safety of a person or the public – consistent with applicable law and the provider's standards of ethical conduct.

FACILITY DIRECTORY

Health care facilities maintaining a directory of patients can tell people who call or ask about individuals whether the individual is at the facility, and their location in the facility.

Formatted: Not Highlight

Of course, the HIPAA Privacy Rule does not apply to disclosures if they are not made by entities covered by the Privacy Rule. Thus, for instance, the HIPAA Privacy rule does not restrict the American Red Cross from sharing patient information.

The ESF 8 Coordinators will coordinate closely with ESF 6 to coordinate a comprehensive reunification effort.

3.42.4 Epidemiology and Surveillance

In responding to public health emergencies, the assistance of hospitals, schools, industry, pharmacies, ambulances, emergency rooms, and others is required to collect and share information with local and state public health officials. Information and methods to confidentially collect this information include a direct line phone number to the PHD Epidemiology Division (913-573-6712), direct facsimile (913-573-6744) and a 24-hour pager number (913-573-8877).



The Public Health Department has disease surveillance systems in place to continually collect, analyze, interpret, and disseminate data to prevent and control disease. The PHD uses a variety of methods to conduct disease surveillance including Passive Surveillance, Syndromic Sites, Active Surveillance Sites, and ambulance surveillance data.

Passive Surveillance

The Epidemiology Division receives daily disease reports via confidential telephone and facsimile from hospitals, laboratories, veterinarians, and physicians concerning communicable and environmental diseases legally mandated as reportable to the local health department and Kansas Department of Health and Environment (KDHE). This passive form of surveillance provides valuable information regarding disease prevalence.

The University of Kansas Hospital Pediatrics Services is the sentinel site for Influenza Like Illness (ILI) for Wyandotte County.

EpiTrax is the primary tool used in Wyandotte County to provide reports of disease events to KDHE. This database of all reportable diseases in Kansas is an electronic, Internet-based, disease surveillance tool that allows for the rapid input of data, advanced analysis of data, and the ability to view aggregate data of the entire state. The Wyandotte County EpiTrax coordinator is the administrative support specialist in the PHD Epidemiology Division. This individual enters all data. The Chief Epidemiologist reviews EpiTrax data on a routine basis for disease trends.

The Chief Epidemiologist participates in a bimonthly Regional Epidemiology Conference call with participants from Kansas Region 15 and a bimonthly Regional Conference call with Missouri Region A. The purpose of these calls is to strengthen communication lines between our Regional and Metro partners and foster the exchange of Epidemiological information.

~~The PHD will monitor radio, TV and the Internet for news information and activate the PHD Emergency Response Plan.~~

Active Surveillance

Active surveillance will be established and maintained by the Chief Epidemiologist in the event of a suspected or confirmed infectious disease outbreak or bioterrorism event. Active surveillance will provide two-way communication and information regarding morbidity and mortality of disease in Wyandotte County. The following conditions would warrant activation of these surveillance sites:



- Disease outbreaks of the same illness occurring in noncontiguous areas
- Unusual illness in a population
- Unusual routes of exposure for a pathogen
- Large numbers of ill persons with a similar disease or syndrome
- Large numbers of unexplained disease, syndrome or deaths
- Higher morbidity and mortality with a common disease
- Failure of a common disease to respond to routine therapies and treatments
- Unusual strains or variants of organisms or anti-microbial resistance patterns different from those circulating
- Similar genetic type among agents isolated from distinct sources at different times or locations
- Higher attack rates in those exposed in certain areas, such as inside a building if released indoors, or lower rates in those inside a sealed building if released outside
- Disease with an unusual geographical or seasonal distribution
- Unusual, atypical, genetically or antiquated strain or agent identified
- Disease normally transmitted by a vector that is not present in the local area
- Endemic disease with unexplained increase in incidence
- Atypical aerosol, food, or water transmission or contamination
- Increased numbers of absenteeism from work and school
- Increased numbers of dead animals, birds, or insects
- Multiple simultaneous or serial epidemics of different disease in the same population
- A single case of disease by an uncommon agent, (Smallpox)
- Disease that is unusual for an age group
- A disease outbreak with zoonotic impact
- Intelligence of a potential attack, claims by a terrorist or aggressor of a release, or discovery of munitions or tampering

Syndromic Surveillance

Local public schools serve as syndromic surveillance sites to report key sets of symptoms of a bioterrorism outbreak to the Chief Epidemiologist. This information is collated reviewed and submitted back to the reporting schools. An analysis of these reports serves as an early warning system for disease detection.



Ambulance Surveillance Data

The PHD receives First Watch® ambulance surveillance data from the KCKFD EMS Division and JOCO MedAct. Aberrations related to specific symptoms automatically initiate a noticepage to various health and medical partners including the Epidemiologist on-call. This noticepage prompts recipients to log onto a website to receive further information.

Upon receiving information regarding a disease reportable to KDHE, the PHD will forward the initial report information to the KDHE field epidemiologist, via the KDHE hotline at 1-877-427-7317 and/or via Epi-Trax as the situation warrants. KDHE will provide assistance in determining the diagnosis and disposition of the patient.

An epidemiological investigation will be necessary to determine if individuals have been exposed and/or infected. The Environmental Health Division of the PHD will coordinate with the EPA regarding contamination of buildings and the environment.

When passive, syndromic, and/or active sentinel site surveillance indicates a deviation from the norm, the data will be analyzed for trends and patterns. Any clustering or increase in a particular disease or syndrome will be investigated immediately by the PHD Epidemiology Program Division. The KDHE and CDC epidemiologists may be brought in to assist with investigations. Epidemiological protocols, tools, and resources are available in the Epidemiology Program Division located on the second floor of the PHD. A Disease Protocol Manual on-line (http://www.kdheks.gov/epi/disease_reporting.html) used for investigation and managing disease outbreaks, was prepared and maintained by the Kansas Department of Health and Environment-Bureau of Epidemiology and Disease Prevention (KDHE-BEDP). For additional information, see Attachment 5 Special Incident Annex.

Radiological Emergency Community Reception Center

In an event involving potential radiation exposure to persons where Wyandotte County is not the hot zone, the PHD in conjunction with emergency management and the Kansas Department of Health and Environment Radiation Division will set up a population monitoring community reception center (CRC). The CRC will screen for the presence of radiation, de-contaminate, and refer persons for medical care as deemed necessary.

3.52.5 Fatality Management



The Wyandotte County Coroner is responsible for the proper examination, care and disposition of fatalities. Some specific duties of the Wyandotte County Coroner are:

- Establish temporary morgues and temporary interment sites, as required.
- Establish and coordinate activities of the survey and recovery teams
- Determine victim identification and cause of death
- Coordinate notification of next of kin
- Coordinate security and transportation of remains and personal effects
- Report pertinent information to the EOC thru the Incident Command System
- Coordinate with HazMat and/or Public Health experts on decontamination requirements for deceased
- Estimate the number of deceased
- Excavation of remains
- Body tag procedures and tracking system
- Determine, request and coordinate additional required resources
- Coordinate with other agencies as required

Depending on the size of the incident, the Wyandotte County Coroner will utilize local funeral directors in providing mortuary services. Wyandotte County also has a Memorandum of Understanding with First Call Morgue in Wyandotte County for transport of decedents. Morgue Services would be provided by Frontier Forensics Midwest First Call in the event of a Mass Fatality Incident. The Kansas City Homeland Security Region has developed a Kansas City Regional Mortuary Operational Response Group (KCRMORG) that utilizes regional personnel, resources and capabilities to assist local medical examiners/coroners to recover, transport, process, and identify decedents of a mass fatality event occurring in the Kansas City metropolitan area. Team members are trained in the functional areas of site recovery of decedent remains, morgue operations and working with the family assistance center (FAC). The team has a mobile morgue that will deploy with and be operated by KCRMORG personnel. With current equipment supplies and dependent on the condition of remains, the KCRMORG has the ability to process 800-100 decedents.

State Resources and Kansas Funeral Directors Association Disaster Team

The Coroner will coordinate with the Wyandotte County EOC to request activation of State resources. The Kansas Funeral Directors and Embalmers Association (KFDA) is available to assist local Coroners in Kansas as needed and requested. In addition, a A



KFDA Disaster Mortuary Response Team can be activated in accordance with the KFDA Mass Fatalities Disaster Plan.

Additional information may be found on the KFDA Website at: <http://www.ksfda.org/>, and on the Kansas State Board of Mortuary Arts (KSBMA) website at: <https://ksbma.ks.gov/resources/license-listings/establishments-by-city-K-O> (-K-O, Kansas City, KS; -A-D, Bonner Springs, KS) which includes a list of funeral homes with on-site refrigeration units, and their address, and KSBMA website: <https://ksbma.ks.gov/resources/license-listings/establishments-with-refrigeration-units> which lists funeral homes with refrigeration units along with their maximum storing capacities. y at: <http://www.accesskansas.org/ksbma/Funeral%20Homes%20and%20Crematories%20with%20Refrigeration%20Units.html>

Formatted: Default Paragraph Font

Federal Resources

If the event exceeds local, regional, and state capabilities, Wyandotte County can request assistance from federal Disaster Mortuary Operational Response Teams (DMORT) resources. When needed, the state EOC will work with the federal government to activate federal disaster mortuary operations.

DMORTs are available to provide guidance, including Field Operations Guides (FOGs) for mass fatalities incidents.

The federal DMORT maintains three (3) Disaster Portable Morgue Units (DPMUs) that may be deployed to the region, when needed and requested. The DPMU is a packaged system containing the forensic equipment, instrumentation, support equipment, and administrative supplies required to operate an incident morgue facility in the field, or to support an existing morgue facility. The DPMU carries computers and related equipment to support the Family Assistance Center (FAC) and Information Resource Center (IRC). Additional information on the DPMU is located at: <http://www.dmort.org/DNPages/DMORTDPMU.htm>

As described on the DMORT website, any temporary morgue facility used must meet certain requirements for size, layout, and support infrastructure (potential facilities include airplane hangars and abandoned warehouses). For additional information on morgue site requirements, see: <http://www.dmort.org/dpmupublic/dpmurequirements.htm>



The Region VII (KS, MO, IA, and NE) DMORT is located in Kansas City, Missouri. The Region VII Website at <http://www.dmort7.org/index.asp> includes information on Region VII contacts, as well as a Standard Operating Procedure for mass fatalities incidents. See: http://www.dmort7.org/downloads/DMORT_SOP_2008jn2.pdf.

3.5.12.5.1 Family Assistance Center

A Family Assistance Center designed and staffed to take care of the needs of the victims' families and survivors will be established and coordinated through ESF 6 during a mass fatality incident. Depending on the needs of those affected, the FAC will assist in the collection of ante mortem data to identify victims and serve as the primary point for releasing remains to families. The FAC will also coordinate support from professional mental health and spiritual care providers.

3.6.2.6 Pre-hospital Care

Kansas City, Kansas Fire Department (KCKFD) operates the Emergency Medical Service (EMS) for Kansas City, Kansas; the Bonner Springs EMS Departments operates EMS for Bonner Springs, and the Edwardsville Fire Department operates EMS for Edwardsville. The EMS departments maintain the expertise through daily operations to respond to, evaluate, and transport patients to definitive care.

3.6.12.6.1 Field-based Triage Scheme

Responding EMS support agencies will assume responsibility for patient triage, treatment and tracking under the guidelines set forth in the Mid-America Regional Council Emergency Rescue (MARCER) Regional Multi-Casualty Incident Plan.

EMS personnel will coordinate and track the delivery of patients to individual hospitals throughout the metropolitan area using the EMResource, the MARCER Radio System.

3.6.22.6.2 EMS Mutual Aid Agreements

The KCKFD, Bonner Springs EMS, and Edwardsville FD departments maintain arrangements with other area EMS providers to provide assistance should the needs of the emergency exceed those available. In the event of a disaster, the departments will direct the EMS assets to best accomplish the mission of moving patients to definitive care.



The KCKFD, Bonner Springs EMS, and Edwardsville FD Departments are also part of the MARCER mass casualty incident plan. This plan describes EMS activities during a mass casualty event, including regional coordination in regional events.

3.7.2.7 Mass Countermeasure Distribution and Dispensing (MCDD)

~~Mass Countermeasure Distribution and Dispensing (MCDD) is the responsibility of the Wyandotte County Health Department.~~ This Mass Countermeasure Distribution and Dispensing (MCDD) section has been developed in collaboration with a diverse group of emergency management, public health, law enforcement, medical, behavioral health agencies and other public and private organizations to promote their understanding and connection to MCM activities.

The main goal of this section is to outline the steps necessary for mass distribution and dispensing of prophylactic medications/vaccinations during a public health emergency and to assign individual or group responsibilities for MCDD activities. Primary responsibility for MCDD falls on local governments and jurisdictions, in this case, Wyandotte County and the PHD. Large-scale MCDD requires a community response; involvement and participation of community organizations, businesses, and volunteers.

Regional, State and Metro partners have collaborated in the creation of this section to maintain a certain level of consistency with planning issues. ~~S~~ Specifically, in maintaining consistent nomenclature for cross training purposes and to coordinate the opening of Metro-wide Points of Dispensing (PODs). While the focus of this section is MCDD in response to a WMD or public health emergency event, the concepts henceforth will be applied to other infectious disease outbreaks or emergencies that may require similar resources; these include but are not limited to receiving and distributing the Strategic National Stockpile (SNS), dealing with pandemic influenza, or responding with other mass immunizations.

Dispensing of the local pharmacy and pharmaceutical cache will be initiated from a recommendation to the EOC from the Incident Commander. Use of the cache may necessitate the requesting and dispensing of Strategic National Stockpile (SNS) supplies and materials. Initiation of the SNS will be coordinated through KDHE and the EOC.

Antivirals

The use of antivirals received from the SNS will be used for treatment only and must begin within 48 hours from the onset of symptoms. Standing orders for the SNS



stockpile and the state cache of antivirals will be written by the Kansas State Health Officer while the Local Health Officer will be issue standing orders for dispensing of local and regional caches. SNS antivirals will be delivered by KDHE to ~~the University of Kansas Hospital and Medical Center which will distribute to Providence Medical Center in Wyandotte County as well as treatment centers in~~ Wyandotte County.

- ~~Currently Oseltamivir (Tamiflu) in capsule or oral suspension forms and Zanamivir (Relenza) in dry powder for oral inhalation forms are available for treatments of the SNS stockpile of antivirals~~

Vaccination

Vaccination would be required when the presence of a disease can be mitigated by the administration of a vaccine to contacts and possible contacts of contacts to prevent further spread of the pandemic.

Kansas will receive one percent of the federally manufactured vaccine. Distribution of the vaccine will be decided by the State Health Officer in consultation with the State Epidemiologist. Distribution of the SNS vaccine will be by KDHE. Vaccine will be packed ~~for each~~ county and delivered to the local public health departments in Kansas.

The local public health departments will administer the vaccine at their PODs. It is probable that vaccination will require a second dose; however, KDHE will make recommendations for prioritization and not hold second dosing. ~~but will prioritize first dose patients so as to cover as much of the population as possible.~~ Priority vaccination will follow priority countermeasure guidelines. Note: the web-based Dispense Assist systems and forms will be utilized for both vaccination and dispensing. See www.dispenseassist.com

Smallpox vaccine use in a confirmed response will be directed and coordinated through the PHD, EOC, KDHE and the CDC. Both antivirals and vaccines may be needed for a Pandemic Influenza.

Use of the ~~pharmaceutical and~~ pharmacy cache will provide countermeasure to some but not all persons involved in public health emergency. The pharmacy cache will be utilized to provide countermeasure to priority countermeasure dispensing personnel and their families, ill persons (as appropriate), and contacts of ill persons based on epidemiological investigation and the priority countermeasure list. See "Priority Countermeasure" section for more information.



The Unified Government of Wyandotte County recognizes the need to prevent illness and death resulting from a natural or malicious infectious disease outbreak. This need has been acknowledged by the allocation of federal funds for state and local WMD preparedness initiatives. ~~This has allowed the County to purchase and stock special equipment for dispensing as described in Attachment 4—Equipment.~~

Considerations and Assumptions

Any person exposed to a potentially infectious disease while in Wyandotte County will receive Post-Exposure Countermeasure (PEP) to the best of our ability and dependent on availability of proper materials for such countermeasure.

Any person exposed to a potentially infectious disease while in Wyandotte County that subsequently leaves the jurisdiction of Wyandotte County, will be provided Post-Exposure Countermeasure by the jurisdiction that individual is currently in.

Both the MPD and Mass Vaccination sections can be used for a variety of public health emergencies—from small outbreaks requiring Post-Exposure Countermeasure of a small number of people to large County/Metro wide outbreaks that require Post-Exposure Countermeasure of most of the population.

Priority Countermeasure will be provided at the Priority Countermeasure Dispensing Site. Information regarding the specifics of the Priority Countermeasure Dispensing Site is located in the Public Health Mass Countermeasure Distribution and Dispensing (MCDD) Standard Operating Guide.

Only asymptomatic persons will receive Post-Exposure Countermeasure at any dispensing site. Symptomatic persons shall be diverted to an Acute Care Treatment Center.

All recipients will be required to complete a Dispense Assist form. Adults who have knowledge of health history, demographics and weight of children may pick up medications for family members and close contacts.

If the mass exposure is limited to a localized area, public health and other trained medical/health providers will respond.

All visitors not staying in a private residence will report to or be transported to the nearest Open Site. Information regarding the specifics of the open sites is located in the Public Health MCDD Standard Operating Guide



Wyandotte County is responsible for dispensing to all persons under custodial or incarcerated status. School children and children in licensed childcare facilities could be dismissed to go home as they would with any other emergency disaster. However, if it is determined those children were exposed at school (or are at very high risk for being exposed) they will:

- Receive countermeasure by the school nurse and/or public health nurse

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Be transported, in coordination with the EOC and the Public School District, to the nearest POD. Information regarding the specifics of open sites or the schools is located in the Public Health MCDD Standard Operating Guide.

Formatted: Bullets

The Wyandot Center for Community Behavioral Healthcare will be the lead agency for assisting in the prophylactic treatment of homeless, transient, and mentally ill persons and populations throughout Wyandotte County. Information regarding the specifics of functional and access needs populations is located in the Public Health MCDD Standard Operating Guide.

Formatted: Bullets, Indent: Left: 0.25", Hanging: 0.25"

Licensed Care Facilities and other clients/residents of licensed facilities are considered in most cases to be at lower risk for exposure. Those facilities will implement isolation or limited isolation policies to prevent exposure. However, if it is determined those persons were directly exposed or at very high risk for being exposed, they will receive countermeasure from individuals or staff that would routinely give them medications. For a list of the Licensed Care Facilities refer to the Public Health MCDD Standard Operating Guide.

The EOC will arrange transportation of medication and supplies to these facilities as the need arises based on the advice of PHD officials. Information regarding the specifics of functional and access needs populations is located in the Public Health MCDD Standard Operating Guide.

-Home Health Agencies will be contacted by the PHD in coordination with the EOC and/or Area Agency on Aging to arrange pickup of medications for dispensing to homebound recipients. Information regarding the specifics of functional and access needs populations is located in the Public Health MCDD Standard Operating Guide.

Other special populations will be provided PEP by the PHD utilizing those agencies that currently provide services to said persons.



Direction and Control

The Public Health Department Operation Center (PHDOC) will utilize the Incident Command Structure. See the Public Health Emergency Response Plan.

Emergency Operations Center (EOC) personnel involved in Mass Countermeasure Dispensing will operate through the Emergency Operations Center (EOC) Unified Command structure. The EOC will notify the appropriate agencies, coordinate logistics, request mutual aid and include other jurisdictions as necessary as described in ESF 5 – Emergency Management, the essential support function of the LEOP

Open Sites will be assigned a Site Commander who will be given operational control during activation. Closed Sites will have pre-selected Site Commanders who will be given this same control. Information regarding the specifics of the Mass Countermeasure On-Site Command Flow Chart is located in the Public Health MCDD Standard Operating Guide.

All Site Commanders will provide regular status reports to the Open Site Group Supervisor, who will provide information to the Mass Countermeasure Dispensing Branch Director at the PHD DOC. Information from the PH DOC will be provided to the ESF #8 Coordinator Information regarding the specifics of the Mass Countermeasure Dispensing On-Site Command Flow Chart is located in the Public Health MCDD Standard Operating Guide.

The Medical Advisor, or designee, will be responsible for approving all decisions regarding the allocation of pharmaceutical assets among delivery sites based on input from the reports mentioned above, in consultation with the Incident Commander, Logistics Section Chief, KDHE, CDC and/or other regional or federal agencies.

To limit the span of control, all workers in identical roles will designate a lead for their job responsibilities that will represent and speak for all members to their Supervisor. Other workers that may be needed at dispensing sites include EMS, who would provide care and transport. Smaller dispensing sites and those serving target populations may not utilize every site worker classification.

All section chiefs will provide regular situation reports to the Site Commander who will report to the PH DOC Mass Countermeasure Operations Section Chief during an event. Positions are not exclusive or all-inclusive.

The initial dispensing work force will include current Public Health Staff with prior training and those that receive just-in-time training. Public Health staff will ensure the dispensing of countermeasures to mass dispensers. An internal contact list has been



created with names and corresponding day, night and off-hour contact information. A phone tree delineating calls initiation and flow has been created. Information regarding the specifics of the calling tree is located in the Public Health MCDD Standard Operating Guide. Names and numbers have been distributed to those who need them, and copies are on file in the PHD Director's Office and the PHD Emergency Preparedness (EP) Office.

Workforce will be expanded as needed via pre-existing or new partnerships with various local organizations that may include:

- Unified Government Employees
- University of Kansas Schools of Medicine, Nursing, and Allied Health Students and faculty
- Kansas City Kansas Community College School of Nursing [(RN -& LPN)- Nurse's Aide Training (CNA & CMA), Medical Assistant] and Occupational and Physical Therapy
- Area Vocational Technical School of Nursing and Nurse's Aide Training
- Johnson and Wyandotte County Medical Society
- Election Volunteers
- Service Organizations:
 - Junior League
 - Kiwanis
 - Lions Club
 - Masonic Lodges
 - Local churches
- Local volunteer agencies (RACES, CERT, MRC, etc.)
- Occupational health agencies
- Kansas National Guard*
- US Public Health Service Commissioned Corps Readiness Force (CCRF)*

* The EOC must request these resources per the EOP

~~Mass Dispensers: Those pre-trained mass dispensing volunteers will be notified via their registered contact information on file in the PHD EP Office.~~

Priority Countermeasure



Designated individuals within local government and throughout the County have been identified as Priority Countermeasure recipients. The PH DOC will notify these agencies that dispensing is to occur. Information regarding the specifics of the Priority Countermeasure ~~distribution contact list~~ is located in the Public Health MCDD Standard Operating Guide.

All volunteers and workers will receive countermeasure at their assigned site. All volunteers and workers not assigned to a site will receive countermeasure from the Priority Countermeasure Dispensing Site. ~~Information regarding the specifics of closed sites is located in Public Health Emergency Preparedness, the Public Health MCDD Standard Operating Guide.~~

To implement and sustain a Mass Countermeasure Dispensing response, responding individuals need to be assured that their immediate health and the well-being of their loved ones is not in immediate jeopardy. Therefore, supplies of individual doses in the pharmacy cache will first be provided to ill persons (as appropriate) and their contacts based on epidemiological investigation and the priority countermeasure list and dispensers and their families. ~~Information regarding the specifics of the Priority Countermeasure Dispensing is located in the Public Health MCDD Standard Operating Guide.~~

Priority countermeasure designation will alter when:

- The scope of the event warrants
- Medication/vaccine supplies are limited
- The medication is contraindicated or may involve risk to the individual
- There is not sufficient time or adequate workers to do dispensing activities

Each agency and/or organization that has persons eligible for priority countermeasure has been asked to estimate the number of persons eligible and provide that information to the UG PH DOC. This will be used to estimate required priority countermeasure from each organization. Information regarding the Priority Countermeasure Needs Assessment Summary is located in the Public Health MCDD Standard Operating Guide.

Site Determination



Open Sites have been determined through examination of population demographics and densities. Maps locating these sites are located in the Public Health MCDD Standard Operating Guide.

Determining how many dispensing sites to activate will depend upon the projected number of individuals needing Post-Exposure Countermeasure and their distribution throughout the city. Assuming some overlap and simultaneous use, Post-Exposure Countermeasure dispensing is anticipated at the following types of sites:

Open Sites

Public dispensing sites will include:

- Schools
- Community Centers
- Other sites as identified
-
-

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Bullets

Formatted: Space After: 0 pt, Line spacing: single



Alternate Dispensing Sites

The Public Health Department will be using alternate forms of dispensing / vaccinations to ensure that all needs of county residents are met. In addition to sites that are open to the public (Open POD) the following sites will also be utilized. The utilization of these sites and methods would reduce the number of citizens that would be going to the open sites.

Closed Sites

÷The closed sites would provide countermeasure to specific populations i.e., employees, students, residential care patients. Each closed site would require a signed Memorandum of Understanding and an approved plan by the Public Health Department.

Bulk Dispensing

÷This method of dispensing would help meet the needs of the portion of the population that have special needs or are at-risk. Agencies and/or organizations would be the link to these special population members. A signed Memorandum of Understanding is required.

Drive-Through Site

~~Clinic~~—This method is optional and would also help reduce the numbers of person receiving countermeasure medications at an Open POD. A drive-thru site may also serve as a secondary dispensing site if needed.

Considerations

The recommended hours of public access to Open Sites will be from 8 am – 8 a.m., (24 hours), unless otherwise determined by the Incident Commander.

It is projected that 30,000 recipients will go through each open site, resulting in all persons receiving countermeasure within 48 hours.

Unified Government employees will be utilized as Mass Countermeasure Personnel as will Medical Reserve Corps Personnel.

Persons with health care training, nurses, pharmacists, physicians, paramedics, EMS, certified medical aids, etc., will be utilized as effectively as possible. When the number



of available medical/healthcare workers is insufficient, their roles will be those of Section Chief. All personnel will be notified and supplied with Just-In-Time Training.



Security

ESF 13 will coordinate security at dispensing sites. Other participating agencies and organizations include the Wyandotte County Sheriff's Office, Bonner Springs and Edwardsville Police, the Kansas Highway Patrol (KHP), and the security personnel of individual designated sites (if any). The Law Enforcement Branch Director will oversee all agencies and personnel involved in security.

Individualized identification badges will be provided thru the EOC to identify site workers and those who have security clearance for restricted areas of operations. These badges will ensure that workers are granted access to the facilities and locations describe in this plan and are able to move throughout the county, if necessary, to carry out their duties. Unified Government employees may utilize their employee name badges.

Transportation

As the Lead Agency for ESF 1 – Transportation, the Transit Department will work within the EOC structure and coordinate with the PHD Transportation Unit Leader to provide transportation resources as necessary to support MPD operations.

Transit Department buses will be available and will run from predetermined “pick-up” sites to dispensing sites. This will be coordinated with the EOC by the Transportation Unit Leader.

Persons transported can include asymptomatic patients to Open Sites as well as Open/Closed Site workers. The ESF#8 Public Health Coordinator may need to oversee and/or arrange transport of symptomatic patients to treatment sites.

The Office of Building and Logistics, in coordination with ESF 1 will be in charge of all movement of materiel to and from storage and delivery sites. This includes the movement of materiel to the dispensing sites and ~~other delivery points such as licensed care facilities, assisted living facilities, detention centers, etc. hospitals.~~

The primary method of transporting SNS materials to the delivery sites will be trucks. Helicopter transportation will be the alternate method of transportation in the event that traffic or other situations prohibit the use of trucks. Refer to the Activation of the Strategic National Stockpile section for more detailed information.

The Office of Building and Logistics, in Coordination with ESF 1 will be responsible for ensuring that daily medical waste from all Open Sites and pre-identified Closed Sites is

Formatted: Heading 2



removed from the facility and disposed of properly. Medical waste will be brought to the PHD medical waste disposal area located in the PHD-Lab. From there, it will be disposed of as with all PHD medical waste.

~~3.8~~ Medical Materiel Distribution

2.8 Medical Materiel Distribution

Formatted: Heading 2

The Wyandotte County EOC will deploy and oversee pharmaceutical inventories and the Local Distribution Site (LDS). To ensure a continuous flow of material as needed, the LDS must provide continuous feedback to the EOC Logistics Manager on the amount of medication and other supplies that have been distributed to the dispensing sites.

Inventory and re-supply management includes tracking the local cache (or Strategic National Stockpile {SNS} Assets) while stored at present locations, en route to the dispensing centers, and delivered to the dispensing centers. Note that SNS assets will be stored at the LDS location (see the Public Health MCDD for location and back-up location).

The Medical Advisor/Health Officer and Chief Epidemiologist will project immediate and long term needs for treatment and post-exposure countermeasure. They will prioritize the use of such assets and identify primary deficits that will require Federal (SNS) assistance and make the necessary recommendation to the EOC. [For more information see Attachment 5—Biological Incidents.](#)

The Logistics Branch will routinely monitor appropriate local, regional, and state medical materiel asset availabilities and will maintain a summary of these assets. This data will be made available on the county Crisis Information Management System (CIMS), Web EOC.

With some degree of overlap and simultaneous use, it is anticipated that medical materiel resources will be utilized in the following order:

Tier 1: Local and Hospital Pharmacies

- On hand pharmaceuticals.
- For treatment of incoming patients and Post-Exposure Countermeasure of pre-selected workers.



- Availability is immediate upon determination of need.

Formatted: Normal



Tier 2: Wyandotte County Pharmaceutical Cache

- Can serve as a re-supply for hospital response
- Available within 1 hour of needs determination
- Priority countermeasure cache of medications available within 4 hours

Tier 23: Regional Pharmaceutical Vendors (drug wholesalers)

- Vendors may provide primarily medical/surgical supplies, IV fluids, and/or unanticipated drug needs.
- Availability varies with vendor.
- See Appendix E of Attachment 4 of the Special Incident Annex Plan—Pharmaceutical Distribution Companies

Tier 34: Strategic National Stockpile

- The SNS will arrive at point of transfer to state within 12 hours of need determination and request. Due to its size, SNS material may require substantial time to offload, stage, apportion, and further transport. Thus, it is anticipated that assets will be available within 24 hours of needs determination and request. Refer to the Activation of SNS section for more detailed information.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

3.92.9 Non-pharmaceutical Interventions

As a guideline for procedures and requirements for pandemic influenza, the UG PHD will use the CDC "Pre-pandemic Planning Guidance: Community Strategy for Pandemic Influenza Mitigation in the United States." Non-Pharmaceutical Interventions are personal and community-level public health measures that don't involve vaccines or drugs that may serve as a first line of defense to help reduce the spread of disease.

During the on-set of a public health emergency in which pharmaceuticals are not available, the UG PHD will work to delay the spread of a pandemic to allow time for vaccine production; to help lessen the demand for and preserve scarce healthcare resources; and help to reduce the overall number of people who become sick, therefore, reducing suffering, illness and death by the use of Non-Pharmaceutical Interventions. Examples of these interventions are:

- Advising people to stay home if they are sick (7 to 10 days)
- Asking people who have been exposed to a sick person to stay at home (7 days)



- Dismissing children and teenagers from schools and preventing them from re-congregating in the community (possibly up to 3 months)
- Asking people to work from home if possible and use measures to increase the distance between people at the workplace
- Closing of mass gatherings

To determine the trigger for these interventions, the UG PHD will utilize the CDC Pandemic Severity Index (PSI) with reference to the WHO Phases of a Pandemic and Federal Government Response Stages of a Pandemic

The CDC recommends the following condition for the use of masks during a pandemic outbreak:

- If they have the flu and might have contact with others.
- If they live with someone who has flu symptoms and they need to be in a crowded place
- If they are well and don't expect to have close contact with a sick person, but need to be in a crowded place.

Isolation and Quarantine

The rationale and background justification (both from public health and legal perspectives) for the use of isolation and quarantine of exposed individuals can be found in [the Community Containment SOG, Guide C Appendix 6 of the CDC's Smallpox Response Plan and Guidelines v.3 and in Appendix 7 sections 2.4.6 and 3.3.7 of the KDHE's Public Health Preparedness and Response Plan.](#) Kansas Statutes 65-119 and 65-126 authorize the Local Health Officer (PHD Medical Advisor) or the Kansas Secretary of Health and Environment to order and enforce isolation and quarantine of people afflicted with or exposed to infectious or contagious disease.

The PHD will assist local institutions in implementing appropriate policies and procedures to reduce the risk of infectious disease exposure within populations they serve. Information regarding the need for isolation for particular disease is provided by the CDC.

Isolation of suspect infectious patients is a primary function of hospitals. Unless otherwise specified, standard hospital isolation will occur when the disease situation warrants, based on [KDHE state](#) and CDC recommendations and guidelines.



~~UKHATUKH~~ has ~~381~~ positive pressure and ~~2816~~ negative pressure full isolation rooms.
~~PMC has 13 negative pressure rooms.~~

The PHD will impose quarantine when circumstances warrant (considering the nature of the disease and whether it has been identified). Individuals exposed to a known infectious disease will be quarantined based on state and CDC guidelines and recommendations for the identified disease.

To ensure daily compliance with quarantine, the PHD Epidemiology Division, or their designee, will monitor quarantined contacts daily by a variety of means, including, but not limited to, home visits or phone calls. Food and supplies will be coordinated through the EOC through ESF 6.

Enforcement of quarantine will be coordinated through the PH DOC, the EOC and ESF 13, Law Enforcement. Individuals will be educated to contact public health officials should symptoms of disease develop.

ESF 8 will coordinate closely with ESF15 to promote hygiene and disease prevention methods to prevent further spread of pathogens or contaminants.

The Incident Commander may consider the closing of large public gatherings and venues in order to mitigate the spread of disease.

The PHD will work with the necessary agencies to implement procedures for decontamination, vector intervention and a process for safe re-entry into a suspect area.

3.102.10 Responder Health and Safety

All emergency responder and emergency receivers may be asked to perform duties under dangerous circumstances and consideration must always be given to employee safety. Further, since employee activities may directly affect the level of morbidity and mortality of disease, responders will be provided education at their orientation and annually thereafter, regarding appropriate precautions to limit likelihood of exposure to potentially toxic and/or infectious agents.

Hospitals, Public Health, EMS, and the Coroner are responsible for providing sufficient Personal Protection Equipment (PPE) for employees. In situations where warranted, fit testing of N95 masks will be conducted annually using standard fit test guidelines with test records kept on file at each agency. If needed, additional personnel may be fit tested and N95 masks and other PPE obtained through the EOC



Exposure to toxic agents or infection will be limited as much as possible. Guidelines for isolation precautions, patient placement, and patient transport, cleaning/disinfection of equipment, discharge management and post mortem care are typically found with State and Federal agencies (i.e. KDHE and CDC).~~found in ??~~ Additionally, each agency has standard operating procedures for health and safety that relate specifically to the tasks that the agency's employees may be required to perform during an event.

3.112.11 Volunteer Management

The Unified Government of Wyandotte County/Kansas City Kansas Emergency Management Department leadership has embraced the benefits of a planned, systematic and professional approach to incorporating spontaneous, unaffiliated volunteers into disaster response.

Medical Reserve Corps of Greater Kansas City (MRCKC) - The Medical Reserve Corps of Greater Kansas City is a network of medical and non-medical volunteers who support public health and emergency management agencies throughout the Greater Kansas City area during disasters and other times of community need. While programs similar to MRCKC already exist, they may be "federalized" in large-scale emergencies and may not be available to assist in their home communities. MRCKC is dedicated for use within the Kansas City region to support local public health agencies and emergency management agencies. MRCKC is sponsored by Mo Disaster Response System, ~~the Regional Homeland Security Coordinating Committee and the Metropolitan Emergency Managers Committee.~~

KC CVOAD & Volunteer Reception Center(s) – An exercised volunteer management process initiated by the Kansas City Metro-~~Community~~ Volunteer Organizations Active in Disasters (KC CVOAD) Volunteer Reception Center (VRC) is in place for the Kansas City Metro area. ~~The Wyandotte County Volunteer Registration Center (VRC) process is tailored to meet identified specific needs for Wyandotte County disasters.~~

The ~~Kansas City Metro Volunteers Organizations Active in Disasters (KC VOAD.)~~ Volunteer Reception Center will be used for regional responses and those incidents for which numerous volunteers (over 1000 volunteers) are required for the entire Kansas City Metropolitan area as identified by the Mid America Regional Council jurisdictions.

The Wyandotte County Volunteer Registration Center (VRC) process is tailored to meet identified specific needs for Wyandotte County disasters.

The Wyandotte County VRC may also be used in cooperation with the KC VOAD VRC, if requested. The Public Health Department has badges that can be provided to the



Volunteer Reception Center once credentialing has been completed [and can be augmented by the Rapid Tag system deployed by the EOC.](#)

3.122.12 ***Environmental Health***

The Air Quality and Environmental Departments of the Public Health Department will work with the EOC to identify resources to provide air quality monitoring in the disaster area(s) and in support of other emergency activities (such as debris burning operations). In most cases, the resources of the Environmental Protection Agency (EPA) and Kansas Department of Health and Environment (KDHE) will be used to support local air monitoring operations.

KDHE and the United States Environmental Protection Agency (EPA) shall be tasked with ascertaining when it is safe for the general public to re-enter an affected area. The KDHE and EPA have resources available for the testing of air and water quality in areas where a known or suspected agent has been released. The results of these tests shall help identify environmental risk and shall aid in determining the need for decontamination. Assistance from the EPA for environmental concerns shall be requested through the Unified Government/Wyandotte County EOC, as early in the incident as practical. An On-Scene Coordinator will then respond to the area and begin a needs assessment based on the agent(s) involved and the extent of involvement.

The State of Kansas resides in the EPA's Region 7. Regional Response Team 7 (RRT 7) is the federal component of the National Response System for the states of Kansas, Iowa, Missouri and Nebraska. It is made up of representatives of 14 agencies plus each of the four states. RRT 7 is a planning, policy and coordinating body, which does not respond directly to the scene of an oil spill or hazardous substance release. It provides assistance as requested to the On-Scene Coordinator during an incident.

Depending upon the pathogen or contaminant involved in a public health emergency, vector intervention may be required. A "vector" is defined usually as an insect that helps spread a pathogen. The vector may be a tick, a mosquito or flea.

Based on the pathogen or contaminant involved a determination will be made as to what actions / interventions may be undertaken to prevent the spread of the agent and / or disease. Examples of possible interventions are spraying insecticides to eliminate possible vectors, quarantining of livestock, etc.

3.132.13 ***Behavioral Health***



Every effort will be made to provide crisis-counseling services to people affected by the disaster. Depending on the magnitude of the event, a representative from the Wyandot Center may be requested to report to the EOC to serve as the Mental Health Services Coordinator. To activate the mental health responders during an emergency event, the appropriate designee in the EOC will contact the 24-hour Wyandot Center Mental health Crisis Line (913-788-4200831-1773). The Crisis Line operator will notify the Director of Outpatient/Crisis Services or designee in the director's absence. The director or designee will then activate the center's disaster response call system.

Trained mental health counselors are available through the Wyandot Center and numerous volunteer organizations have the ability to provide both faith-based and non-faith-based disaster counseling services.

Emergency services personnel will be notified to be alert to signs of high stress, emotional instability or unusual behavior among both disaster victims and emergency workers and will notify ESF 6 of such conditions. The Mental Health Services Coordinator will work with primary and support agencies to assess disaster mental health requirements and, based on the needs of the event, deploy appropriately trained staff to provide services at:

- Disaster sites
- Damage areas
- Shelters
- Medical Facilities
- Assistance Centers
- Mortuary facilities
- Dispensing sites
- Mental health offices

If the emergency is crime-related, the Police Department's Office of Victims Services will take the lead in providing appropriate mental health services to the individuals affected by the event and work with the Mental Health Services Coordinator to ensure services are coordinated.

ESF 6, specifically the Mental Health Services Coordinator, will work with ESF 15 to ensure information regarding the availability of crisis counseling services is provided to the public. If dictated by the scope of the event, a special telephone number may be established to take calls specifically related to disaster mental health issues.



All Mental Health Workers to be activated will be Critical Incident Stress Management (CISM) trained. The Wyandotte Center Crisis Services will maintain a database of current CISM-certified Mental Health Workers within the organization and the broader community.

The American Red Cross will operate a Disaster Welfare Information (DWI) system to report on victims statuses and assist with family reunification. Information regarding individuals residing in the affected area will be collected and provided to authorities and immediate family members. If appropriate, the ARC will work closely with agencies providing mental health services when relaying information to family members.

Formatted: Not Highlight



3.142.14 *Considerations for Functional and Access Needs Populations and Children*

The Unified Government has a local ADA Coordinator position within the Human Services Department ~~who~~that coordinates regularly with the State ADA Coordinator to ensure programs and policies are in compliance with the Americans with Disabilities Act. In addition, in large or complex disasters, the EOC Manager may choose to staff an ADA Incident Coordinator directly in the EOC. If necessary, the ESF 8 Coordinator~~(s)~~ will consult with the ADA Coordinator, or ADA Incident Coordinator, if assigned, to ensure services are delivered in a manner consistent with the ADA.

Formatted: Not Highlight

Evacuation Plans have been independently developed for institutions housing functional and access needs populations and children by the administrations of those facilities including:

- Long term care facilities;
- Kansas School for the Blind;
- Assisted Living Centers
- Independent Living Facilities
- Schools
- Hospitals
- Day Care Facilities

In many cases, these evacuation plans have been communicated in advance to medical services agencies. In the event of evacuation of a large facility, ESF 8 would coordinate closely with ESF 1 and other transportation providers to provide appropriate transportation for the medically fragile. ESF 1 and ESF 8 have access to transport resources to accommodate those with functional and access needs.

Through its Public Health Agency, Wyandotte County has identified the primary languages spoken in households within Wyandotte County. Most educational materials have been translated in to Spanish and on occasion other languages. Within the Unified Government of Wyandotte County and in Bonner Springs and Edwardsville employees who are fluent in foreign languages have been identified and are “on-call” to provide interpretation and translation services as needed. These individuals are



utilized routinely for day-to-day activities and a contact list is maintained by the ADA Coordinator in the [Office of the County AdministratorHuman Resources Department](#). In addition, the Kansas State School for the Blind can assist with Braille interpretation. For those languages for which no individuals have been identified, the [Public Health DepartmentUnified Government of Wyandotte County](#) utilizes "Propio" for interpretation and translation services. This service is available to all emergency response agencies and the Public Information Officers throughout the county. The local television stations have agreed to provide materials in Spanish and other languages as appropriate when they interrupt programming or when text lines are used across normal programming. TTY telephone services are available throughout Wyandotte County.

Formatted: Not Highlight

3.15 Phases of Emergency Management

The four phases of Emergency Management are defined in Section 2.2 of the Basic Plan. The following table provides actions that have been identified for ESF 8 in each of the four emergency management phases: preparedness, response, recovery and mitigation.

3.15.1 Preparedness

Agency	Action
American Red Cross	Coordinate and maintain family reunification policies or procedures to be used by ESF 8
Bonner Springs EMS Department	Credential and badge department employees prior to an incident
Bonner Springs EMS Department	Credential medical staff
Bonner Springs EMS Department	Maintain Resource list for specialized medical transportation
Edwardsville FD-EMS	Credential medical staff
Edwardsville FD-EMS	Maintain Resource list for specialized medical transportation
Kansas University of Kansas Hospital and	Establish and maintain field and inter-hospital medical communications



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised August 10 September 6,**

Agency	Action
Medical Center Hospital Authority	
KCKFD EMS Division	Credential and badge department employees prior to an incident
KCKFD EMS Division	Credential medical staff
KCKFD EMS Division	Maintain Resource list for specialized medical transportation
MoDRS	Serve as the sponsoring agency for the Medical Reserve Corps
MARC	Coordinate with Wyandotte County to provide health and medical resources to support emergency operations
Providence Medical Center	Identify ability of hospitals to perform decontamination of patients, service animals
Providence Medical Center	Monitor available medical beds and report to ESF 8 Coordinator in EOC
Providence Medical Center	Maintain MOUs or MOAs to share medical resources
Providence Medical Center	Identify alternate care site planning activities
Providence Medical Center	Credential and badge department employees prior to an incident
Providence Medical Center	Credential medical staff
Providence Medical Center	Maintain Resource list for specialized medical transportation
Providence Medical Center	Maintain list/contacts for specialty medical care organizations such as Dialysis Centers
Providence Medical Center	Ensure medical staff are credentialed and badged by the state in ESR, VIP, or MRC prior to an incident
Unified Government Building and Logistics Division	Ensure that any County facilities suitable for use in support of ESF #8 activities can be quickly made available
Unified Government Emergency Management Wyandotte County Emergency Management Department	Provide initial notification for ESF 8
Unified Government Wyandotte County Emergency Management Department	Coordinate local efforts related to K-SERV and medical professional volunteer registration
Unified Government Wyandotte County Emergency Management Department	Identify currently available health and medical sector related volunteer organizations
Unified Government Wyandotte County Emergency Management Department	Capture incident related expenses to be used in emergency response
Unified Government Wyandotte County Emergency Management Department	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professionals and other staff



Agency	Action
Unified Government Wyandotte County Emergency Management Department	Coordinate activities in preparing access and functional needs populations for disasters
Wyandotte County Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Wyandotte County Public Health Department	Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department
Unified Government Wyandotte County Public Health Department	Establish preventive public health services including the control of communicable diseases
Wyandotte County Public Health Department	Identify public health services needed to support identified disaster risks and provision of those services.
Wyandotte County Public Health Department	Coordinate the county medical countermeasure distribution and planning activities
Wyandotte County Public Health Department	Ensure department employees are credentialed and badged in the state CRMCS system and that volunteers are registered in K-SERV or MRC prior to an incident
Wyandotte County Public Health Department	Coordinate public health department's training and exercise program
Wyandotte County Public Health Department	Coordinate activities related to public health department SOG development
Wyandotte County Public Health Department	Coordinate with ESF 6 to identify agencies that work with individuals with functional and access needs in advance of, during, and following an emergency. This will serve as a resource to identify individuals with functional and access needs.
Wyandotte County Public Health Department	Work with neighboring community public health departments, as well as with State and Federal officials, to augment Wyandotte County's public health resources
Unified Government Wyandotte County Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Unified Government Public Health Department	Work with neighboring community public health departments, as well as with State and Federal officials, to augment Wyandotte County's public health resources
Unified Government Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Public Health Department	Coordinate with ESF 6 to identify agencies that work with individuals with functional and access needs in advance of, during, and following an emergency. This will serve as a resource to identify individuals with functional and access needs.
Unified Government Public Health Department	Identify public health services needed to support identified disaster risks and provision of those services.
Unified Government Public Health Department	Coordinate activities related to public health department SOG development
Unified Government Public Health Department	Participate in the CDC Public Health Preparedness Program
Unified Government Public Health Department	Ensure department employees are credentialed and badged in the state CRMCS system and that volunteers are registered in K-SERV or MRC prior to

Formatted Table

Formatted Table



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
	an incident
Unified Government Public Health Department	Coordinate public health department's exercise program
Unified Government Public Health Department	Coordinate the county medical countermeasure distribution and planning activities
University of Kansas Medical Center and Hospital Authority	Ensure medical staff are credentialed and badged in the state CRMCS system or registered in K-SERV or MRC prior to an incident
University of Kansas Medical Center and Hospital Authority	Identify ability of hospitals to perform decontamination of patients, service animals
University of Kansas Medical Center and Hospital Authority	Monitor available medical beds and report to ESF 8 Coordinator in EOC
University of Kansas Medical Center and Hospital Authority	Maintain MOUs or MOAs to share medical resources
University of Kansas Medical Center and Hospital Authority	Identify alternate care site planning activities
University of Kansas Medical Center and Hospital Authority	Credential and badge department employees prior to an incident
University of Kansas Medical Center and Hospital Authority	Credential medical staff
University of Kansas Medical Center and Hospital Authority	Participate in the Hospital Preparedness Program
University of Kansas Medical Center and Hospital Authority	Maintain Resource list for specialized medical transportation
University of Kansas Medical Center and Hospital Authority	Maintain list/contacts for specialty medical care organizations such as Dialysis Centers
Wyandot Center	Identify county's behavioral health response capabilities
Wyandot Center	Coordinate behavioral health capabilities of the organization
Wyandot Center	Coordinate organization's behavioral health disaster team
Wyandotte County Coroner	Identify county's fatality management capabilities
Wyandotte County Coroner	Develop procedures to appropriately vet and release casualty and fatality information

3.15.2 Response

Agency	Action
All Agencies	Document and track resources that are committed to specific missions and costs



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
American Red Cross	Coordinate with functional and access needs populations at community shelters
Area Agency on Aging	Provide assistance in dealing with the health and medical needs of seniors, such as health screening and inoculations
Bonner Springs EMS Department	Report incident related injuries to EOC
Bonner Springs EMS Department	Dispose of used medical supplies
Bonner Springs EMS Department	Compile ESF 8 information and provide to EM for Incident Action Plan
Bonner Springs Fire/EMS Department	Support EMS operations as needed
Bonner Springs Fire/EMS Department	Respond to the disaster scene with emergency medical personnel and equipment.
Bonner Springs Fire/EMS Department	Respond to the disaster scene with emergency medical personnel and equipment.
Bonner Springs Fire/EMS Department	Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
Bonner Springs Fire/EMS Department	Provide triage, medical care and transport for the injured
Bonner Springs Fire/EMS Department	As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator
Bonner Springs Fire/EMS Department	Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals
Bonner Springs Fire/EMS Department	Evacuate patients from affected hospitals and nursing homes
Bonner Springs Police Department	Provide security at or around health and medical facilities or at mass casualty sites
Bonner Springs Police Department	Provide security assistance to medical facilities and to health and medical field personnel upon request
Bonner Springs Police Department	Maintain emergency health services at correctional facilities
Bonner Springs Police Department	Provide communications support for health and medical activities
Bonner Springs Police Department	Provide traffic flow and parking assistance around health and medical facilities
Edwardsville FD	Support EMS operations as needed
Edwardsville FD-EMS	Report incident related injuries to EOC
Edwardsville FD-EMS	Dispose of used medical supplies
Edwardsville FD-EMS	Compile ESF 8 information and provide to EM for Incident Action Plan
Edwardsville FD-EMS	Support EMS operations as needed
Edwardsville FD-EMS	Respond to the disaster scene with emergency medical personnel and equipment.
Edwardsville FD-EMS	Respond to the disaster scene with emergency medical personnel and equipment.
Edwardsville FD-EMS	Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
Edwardsville FD-EMS	Provide triage, medical care and transport for the injured



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
Edwardsville FD-EMS	As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator
Edwardsville FD-EMS	Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals
Edwardsville FD-EMS	Evacuate patients from affected hospitals and nursing homes
Edwardsville Police Department	Provide security at or around health and medical facilities or at mass casualty sites
Edwardsville Police Department	Provide security assistance to medical facilities and to health and medical field personnel upon request
Edwardsville Police Department	Maintain emergency health services at correctional facilities
Edwardsville Police Department	Provide communications support for health and medical activities
Edwardsville Police Department	Provide traffic flow and parking assistance around health and medical facilities
Edwardsville Public Works Department	When deployed, assume an appropriate role in the incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e. fire, police)
Kansas Department of Health and Environment	Provide additional resources, personnel and technical assistance to support public health and medical activities
Kansas Department of Health and Environment	Determine the extent or threat of contamination from chemical, radiological or infectious agents
Kansas University of Kansas Hospital and Medical Center Authority	Implement internal and external hospital disaster plans
Kansas University of Kansas Hospital and Medical Center Authority	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds
Kansas University of Kansas Hospital and Medical Center Authority	Establish and maintain field and inter-hospital medical communications
Kansas University of Kansas Hospital and Medical Center Authority	Provide a representative to the Wyandotte County EOC
Kansas University of Kansas Hospital and Medical Center Authority	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
Kansas University of Kansas Hospital and Medical Center Authority	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers
Kansas University of Kansas Hospital and Medical Center Authority	Coordinate the use of clinics to treat less than acute illnesses and injuries.
Kansas University of Kansas Hospital and Medical Center Authority	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
Kansas University of Kansas Hospital and Medical Center Authority	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised August 10 September 6,**

Agency	Action
Kansas University of Kansas Hospital and Medical Center Authority	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
Kansas University of Kansas Hospital and Medical Center Authority	Establish a reception and support center for the relatives and friends of disaster victims who may converge there in search of their loved ones.
Kansas University of Kansas Hospital and Medical Center Authority	Provide patient identification information to the Regional HealthCare Coordination Center
KCK Fire Department	Support EMS operations as needed
KCK Fire Department	Respond to the disaster scene with emergency medical personnel and equipment.
KCK Fire Department	Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS)
KCK Fire Department	Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
KCK Fire Department	Provide triage, medical care and transport for the injured.
KCK Fire Department	As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator
KCK Fire Department	Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals
KCK Fire Department	Evacuate patients from affected hospitals and nursing homes
KCK Fire Department, Hazardous Materials Unit	Activate and perform decontamination of patients, service animals and pets
KCKFD EMS Division	Report incident related injuries to EOC
KCKFD EMS Division	Dispose of medical supplies
KCKFD EMS Division	Compile ESF 8 information and provide to EM for Incident Action Plan
Medical Reserve Corps of Greater Kansas City	Coordinate support activities to ESF 6 for functional and access needs populations at shelters
Mid-America Regional Council	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
Providence Medical Center	Implement internal and external hospital disaster plans
Providence Medical Center	Advise the Health and medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds
Providence Medical Center	Establish and maintain field and inter-hospital medical communications
Providence Medical Center	Provide a representative to the Wyandotte County EOC
Providence Medical Center	Provide medical guidance as needed to Emergency Medical Services
Providence Medical Center	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
Providence Medical Center	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers



201214 Emergency
Operations Plan
2016)

ESF 8—Public Health and Medical Services
(Revised August 10 September 6,

Agency	Action
Providence Medical Center	Coordinate the use of clinics to treat less than acute illnesses and injuries.
Providence Medical Center	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
Providence Medical Center	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
Providence Medical Center	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
Providence Medical Center	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
Providence Medical Center	Provide patient identification information to the American Red Cross
Providence Medical Center	Operate community alternate care site
Providence Medical Center	Operate community alternate care site
Providence Medical Center	Track the injured (registration to discharge process)
Providence Medical Center	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
Providence Medical Center	Report incident related injuries to EOC
Providence Medical Center	Activate and conduct medical care activities during a disaster
Providence Medical Center	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
Providence Medical Center	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
Providence Medical Center	Coordinate and activate patient decontamination activities
Providence Medical Center	Dispose of medical supplies
Providence Medical Center	Conduct decontamination activities, in coordination with elf 10, for chemical, radiological, or biological agents
Providence Medical Center	Compile ESF 8 information and provide to EM for Incident Action Plan
Providence Medical Center	Activate Departmental Operations Center
Providence Medical Center	Request needed hospital resources through Hospital Regional Coordinator
Providence Medical Center	Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations
Unified Government Building and Logistics Division	Ensure that any County facilities suitable for use in support of ESF #8 activities can be quickly made available



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
Unified Government Wyandotte County Emergency Management Department	Provide initial notification for ESF 8
Unified Government Wyandotte County Emergency Management Department	Communicate ESF 8 information to and between support agencies
Unified Government Wyandotte County Emergency Management Department	Coordinate and maintain ESF 8 situational awareness
Unified Government Wyandotte County Emergency Management Department	Coordinate medical operations activities and resource needs for the following: health department, hospitals, EMS, environmental health, pharmacies, behavioral health centers/teams, clinics, funeral directors/coroner
Unified Government Wyandotte County Emergency Management Department	Identify specific health and safety risks for disasters
Unified Government Wyandotte County Emergency Management Department	Coordinate with ESF 7 to request resources
Unified Government Wyandotte County Emergency Management Department	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
Unified Government Wyandotte County Emergency Management Department	Activate continuity of operations plan
Unified Government Wyandotte County Emergency Management Department	Coordinate emergency organization credentialing/privileging procedures
Unified Government Wyandotte County Emergency Management Department	Coordinate community outreach to functional and access needs populations
Unified Government Wyandotte County Emergency Management Department	Provide communication of functional and access needs populations to the ESF 8 Coordinator
Unified Government Wyandotte County Emergency Management Department	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan
Wyandotte County Public Health Department	Activate Threat Assessment Team (TAT) and Departmental Operations Center



Agency	Action
Wyandotte County Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Wyandotte County Public Health Department	Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department
Wyandotte County Public Health Department	Establish preventive public health services including the control of communicable diseases
Wyandotte County Public Health Department	Recommend or determine public health-related protective actions
Wyandotte County Public Health Department	Ensure the protection of public health emergency response staff by taking actions to obtain necessary personal protective equipment (PPE) and prophylactic medications/vaccines
Unified Government Wyandotte County Public Health Department	IssueEnsure public health advisories on such matters as emergency water, supplies, waste disposal, vectors, immunizations, disinfecting, and other public health issues dictated by the event are provided to the PIO for dissemination.
Wyandotte County Public Health Department	Coordinate with Public Information Officer or ESF 15, if activated, to communicate incident related health and medical information to citizens including at risk populations
Wyandotte County Public Health Department	Ensure appropriate public health situational information is made available to the EOC
Wyandotte County Public Health Department	Coordinate surveillance and epidemiological activities of the local public health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
Wyandotte County Public Health Department	Activate and conduct activities that may be involved in community disease containment measures
Wyandotte County Public Health Department	Work with neighboring community public health departments as well as with State and Federal officials, to augment Wyandotte County's public health resources
Wyandotte County Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Unified Government Public Health Department	Establish preventive public health services including the control of communicable diseases
Unified Government Wyandotte County Public Health Department	Activate/coordinate county mass distribution and/or dispensing of medical countermeasures/material
Unified Government Public Health Department	Ensure appropriate public health situational information is made available to the Data and Technology section in the EOC
Unified Government Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Unified Government Public Health Department	In the event the potable water supply has been determined as contaminated, coordinate with the ESF #7—Resource Support to identify water supply vendors and assist with the development of a water distribution system.
Unified Government Public Health Department	Work with neighboring community public health departments as well as with State and Federal officials, to augment Wyandotte County's public health resources
Unified Government Public Health Department	Ensure the protection of public health emergency response staff by taking actions to obtain necessary personal protective equipment (PPE) and prophylactic medications/vaccines

Formatted Table

Formatted Table



Agency	Action
Unified Government Wyandotte County Public Health Department	Serve as the Lead Agency for Biological Incidents
Unified Government Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Public Health Department	Coordinate with Public Information Officer or ESF 15, if activated, to communicate incident related health and medical information to citizens including at risk populations
Unified Government Public Health Department	Coordinate surveillance and epidemiological activities of the local public health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
Unified Government Public Health Department	Recommend or determine public health related protective actions
Unified Government Public Health Department	Activate and conduct activities that may be involved in community disease containment measures
Unified Government Public Health Department	Recommend or determine public health department's protective action
Unified Government Public Health Department	Provide liaison to communicate between health department and ESF 8 for emergency related information
Unified Government Wyandotte County Public Health Department	Report incident related injuries to EOC
Unified Government Wyandotte County Public Health Department	Coordinate vector surveillance activities
Unified Government Wyandotte County Public Health Department	Perform vector surveillance activities
Unified Government Wyandotte County Public Health Department	Recover medical supplies and dispose of medical waste
Unified Government Public Health Department	Compile ESF 8 information and provide to EM for incident action plan
Unified Government Public Health Department	Activate Departmental Operations Center
University of Kansas Medical Center and Hospital Authority	Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations
University of Kansas Medical Center and Hospital Authority	Activate community alternate care site
University of Kansas Medical Center and Hospital Authority	Activate community alternate care site
University of Kansas Medical Center and Hospital Authority	Track the injured (registration to discharge process)
University of Kansas Medical Center and Hospital Authority	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information

Formatted Table

Formatted Table



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
University of Kansas Medical Center and Hospital Authority	Report incident related injuries to EOC
University of Kansas Medical Center and Hospital Authority	Activate and conduct medical care activities during a disaster
University of Kansas Medical Center and Hospital Authority	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
University of Kansas Medical Center and Hospital Authority	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
University of Kansas Medical Center and Hospital Authority	Coordinate and activate patient decontamination activities
University of Kansas Medical Center and Hospital Authority	Dispose of medical supplies
University of Kansas Medical Center and Hospital Authority	Conduct decontamination activities, in coordination with elf 10, for chemical, radiological, or biological agents
University of Kansas Medical Center and Hospital Authority	Compile ESF 8 information and provide to EM for Incident Action Plan
University of Kansas Medical Center and Hospital Authority	Activate Departmental Operations Center
University of Kansas Medical Center and Hospital Authority	Request needed hospital resources through Hospital Regional Coordinator
Voluntary Organizations Active in Disasters	Provide food for emergency medical workers, volunteers and patients, if requested
Voluntary Organizations Active in Disasters	Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims.
Voluntary Organizations Active in Disasters	Provide Disaster Welfare Information to the ESF #8 Coordinator for appropriate dissemination
Voluntary Organizations Active in Disasters	Assist in the notification to the next of kin of the injured and deceased.
Voluntary Organizations Active in Disasters	Assist with the reunification of the injured with their families
Voluntary Organizations Active in Disasters	Provide first aid and other related medical support (within capabilities) at temporary treatment centers
Voluntary Organizations Active in Disasters	Provide supplementary medical and nursing aid and other health services, if requested and within capabilities
Voluntary Organizations Active in Disasters	Provide assistance for the special needs of the disabled, elderly and children separated from their parents.
Wyandot Center	Coordinate and activate behavioral health care activities
Wyandot Center	Conduct behavioral health care activities



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised August 10 September 6,**

Agency	Action
Wyandotte County Coroner	Manage the disposition and tracking of the deceased
Wyandotte County Coroner	Coordinate fatality management process and request additional support
Wyandotte County Coroner	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
Wyandotte County Coroner	Report incident related fatalities to EOC
Wyandotte County Coroner	Coordinate and activate mortuary services during an emergency
Wyandotte County Coroner	Conduct mortuary services during an emergency
Wyandotte County Coroner	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan
Wyandotte County Coroner	Activate mass fatality site
Wyandotte County Sheriff's Office	Provide security at or around health and medical facilities or at mass casualty sites
Wyandotte County Sheriff's Office	Provide security assistance to medical facilities and to health and medical field personnel upon request
Wyandotte County Sheriff's Office	Maintain emergency health services at correctional facilities,
Wyandotte County Sheriff's Office	Provide communications support for health and medical activities
Wyandotte County Sheriff's Office	Provide traffic flow and parking assistance around health and medical facilities

3.15.3 Recovery

Agency	Action
American Red Cross	Activate family reunification policies or procedures to be used by ESF 8
Board of Public Utilities	Restore water and wastewater capabilities in coordination with ESF 3
Bonner Springs EMS	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Bonner Springs EMS	Compile ESF 8 information and provide to EM for Incident Action Plan
Edwardsville FD EMS	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Edwardsville FD EMS	Compile ESF 8 information and provide to EM for Incident Action Plan
Kansas Department of Health and Environment	Inspect food service establishments prior to resuming business
Kansas University of Kansas Hospital and Medical Center Authority	Establish and maintain field and inter-hospital medical communications
KCKFD EMS Division	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
KCKFD EMS Division	Compile ESF 8 information and provide to EM for Incident Action Plan



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised August 10 September 6,**

Agency	Action
Mid-America Regional Council	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
Providence Medical Center	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Providence Medical Center	Report damages to hospitals to ESF 8
Providence Medical Center	Compile ESF 8 information and provide to EM for Incident Action Plan
Unified Government Wyandotte County Emergency Management Department	Record damage assessment information
Unified Government Wyandotte County Emergency Management Department	Provide incident reports for elected officials
Unified Government Wyandotte County Emergency Management Department	Assist functional and access needs populations in recovering from disasters including programs provided
Wyandotte County Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Wyandotte County Public Health Department	Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department
Unified Government Wyandotte County Public Health Department	Establish/Continue public health preventive health services including the control of communicable diseases
Wyandotte County Public Health Department	Monitor public health effects post-disaster
Wyandotte County Public Health Department	Continue investigation on sanitation conditions and coordinate the immunization programs
Wyandotte County Public Health Department	Provide public health input into community recovery affairs
Wyandotte County Public Health Department	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Unified Government Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Unified Government Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Public Health Department	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Unified Government Public Health Department	Conduct and monitor public health effects post-disaster
Unified Government Public Health Department	Provide public health input into community recovery affairs
Unified Government Public Health Department	Compile ESF 8 information and provide to EM for Incident Action Plan

Formatted Table



Agency	Action
University of Kansas Medical Center and Hospital Authority	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
University of Kansas Medical Center and Hospital Authority	Report damages to the hospital to ESF 8
University of Kansas Medical Center and Hospital Authority	Compile ESF 8 information and provide to EM for Incident Action Plan

3.15.4—Mitigation

Agency	Action
Bonner Springs EMS Department	Participate on the jurisdictional hazard mitigation planning committee
Edwardsville FD EMS	Participate on the jurisdictional hazard mitigation planning committee
KCKFD EMS Division	Participate on the jurisdictional hazard mitigation planning committee
Mid-America Regional Council	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
Providence Medical Center	Participate on the jurisdictional hazard mitigation planning committee
Wyandotte County Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Wyandotte County Public Health Department	Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department
Unified Government Wyandotte County Public Health Department	Establish public health preventive services including the control of communicable diseases
Wyandotte County Public Health Department	Identify the public health impact of identified risks
Wyandotte County Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Wyandotte County Public Health Department	Provide hand washing and other disease prevention campaign activities
Wyandotte County Public Health Department	Participate on the jurisdictional hazard mitigation planning committee
Unified Government Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Unified Government Public Health Department	Provide liaison to communicate between public health department and ESF 8 for emergency related information
Unified Government Public Health Department	Identify the public health impact of identified risks
Unified Government Public Health Department	Provide hand washing and other disease prevention campaign activities
Unified Government Public Health Department	Participate on the jurisdictional hazard mitigation planning committee

Formatted Table



Agency	Action
University of Kansas Medical Center and Hospital Authority	Participate on the jurisdictional hazard mitigation planning committee

In addition, Chapter 4 of the *Wyandotte County Multi-hazard Mitigation Plan* details specific mitigation measures related to Public Health and Medical Services.
http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284.



43 3 RESPONSIBILITIES

It is understood that each coordinating and primary agency will at a minimum:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF 8 activities.
- Provide ongoing status reports as requested by the Mass Care, Housing and Human Services Coordinators.
- 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 from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.

~~The remainder of this section provides the actions necessary to implement this ESF sorted alphabetically by responsible agency.~~

Agency	Action
American Red Cross	Coordinate and maintain family reunification policies or procedures to be used by ESF 8
American Red Cross	Coordinate with functional and access needs populations at community shelters
American Red Cross	Activate family reunification policies or procedures to be used by ESF 8
Area Agency on Aging	Provide assistance in dealing with the health and medical needs of seniors, such as health screening and inoculations
Board of Public Utilities	Restore water and wastewater capabilities in coordination with ESF 3
Bonner Springs EMS Department	Credential and badge department employees prior to an incident
Bonner Springs EMS Department	Credential medical staff
Bonner Springs EMS Department	Report incident related injuries to EOC
Bonner Springs EMS Department	Dispose of medical supplies
Bonner Springs EMS Department	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Bonner Springs EMS Department	Participate on the jurisdictional hazard mitigation planning committee



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised August 10 September 6,**

Agency	Action
Bonner Springs EMS Department	Compile ESF 8 information and provide to EM for Incident Action Plan
Bonner Springs EMS Department	Maintain Resource list for specialized medical transportation
Bonner Springs Fire/EMS Department	Support EMS operations as needed
Bonner Springs Fire/EMS Department	Respond to the disaster scene with emergency medical personnel and equipment
Bonner Springs Fire/EMS Department	Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS)
Bonner Springs Fire/EMS Department	Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
Bonner Springs Fire/EMS Department	Provide triage, medical care and transport for the injured
Bonner Springs Fire/EMS Department	As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator
Bonner Springs Fire/EMS Department	Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals
Bonner Springs Fire/EMS Department	Evacuate patients from affected hospitals and nursing homes
Bonner Springs Police Department	Provide security at or around health and medical facilities or at mass casualty sites
Bonner Springs Police Department	Provide security assistance to medical facilities and to health and medical field personnel upon request
Bonner Springs Police Department	Maintain emergency health services at correctional facilities
Bonner Springs Police Department	Provide communications support for health and medical activities
Bonner Springs Police Department	Provide traffic flow and parking assistance around health and medical facilities
Edwardsville Fire Department	Support EMS operations as needed
Edwardsville FD EMS	Credential and badge department employees prior to an incident
Edwardsville FD EMS	Credential medical staff
Edwardsville FD EMS	Report incident related injuries to EOC
Edwardsville FD EMS	Dispose of medical supplies
Edwardsville FD EMS	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Edwardsville FD EMS	Participate on the jurisdictional hazard mitigation planning committee
Edwardsville FD EMS	Compile ESF 8 information and provide to EM for Incident Action Plan
Edwardsville FD EMS	Maintain Resource list for specialized medical transportation
Edwardsville Police Department	Provide security at or around health and medical facilities or at mass casualty sites
Edwardsville Police Department	Provide security assistance to medical facilities and to health and medical field personnel upon request
Edwardsville Police Department	Maintain emergency health services at correctional facilities
Edwardsville Police Department	Provide communications support for health and medical activities



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
Edwardsville Police Department	Provide traffic flow and parking assistance around health and medical facilities
Edwardsville Public Works Department	When deployed, assume an appropriate role in the incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e. fire, police)
Kansas Department of Health and Environment	Provide additional resources, personnel and technical assistance to support public health and medical activities
Kansas Department of Health and Environment	Determine the extent or threat of contamination from chemical, radiological or infectious agents
Kansas Department of Health and Environment	Inspect food service establishments prior to resuming business
Kansas University Hospital and Medical Center	Implement internal and external hospital disaster plans
Kansas University Hospital and Medical Center	Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds
Kansas University Hospital and Medical Center	Establish and maintain field and inter-hospital medical communications
Kansas University Hospital and Medical Center	Provide a representative to the Wyandotte County EOC
Kansas University Hospital and Medical Center	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
Kansas University Hospital and Medical Center	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers
Kansas University Hospital and Medical Center	Coordinate the use of clinics to treat less than acute illnesses and injuries.
Kansas University Hospital and Medical Center	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff
Kansas University Hospital and Medical Center	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
Kansas University Hospital and Medical Center	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
Kansas University Hospital and Medical Center	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
Kansas University Hospital and Medical Center	Provide patient identification information to the American Red Cross
KCK Fire Department	Support EMS operations as needed
KCK Fire Department	Respond to the disaster scene with emergency medical personnel and equipment.



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
KCK Fire Department	Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS)
KCK Fire Department	Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
KCK Fire Department	Provide triage, medical care and transport for the injured
KCK Fire Department	As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator
KCK Fire Department	Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals
KCK Fire Department	Evacuate patients from affected hospitals and nursing homes
KCK Fire Department, Hazardous Materials Unit	Activate and perform decontamination of patients, service animals and pets
KCKFD-EMS Division	Credential and badge department employees prior to an incident
KCKFD-EMS Division	Credential medical staff
KCKFD-EMS Division	Report incident related injuries to EOC
KCKFD-EMS Division	Dispose of medical supplies
KCKFD-EMS Division	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
KCKFD-EMS Division	Participate on the jurisdictional hazard mitigation planning committee
KCKFD-EMS Division	Compile ESF 8 information and provide to EM for Incident Action Plan
KCKFD-EMS Division	Maintain Resource list for specialized medical transportation
Metropolitan Medical Reserve Corps	Coordinate support activities to ESF 6 for functional and access needs populations at shelters
Mid-America Regional Council	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
Providence Medical Center	Implement internal and external hospital disaster plans
Providence Medical Center	Advise the Health and medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds
Providence Medical Center	Establish and maintain field and inter-hospital medical communications
Providence Medical Center	Provide a representative to the Wyandotte County EOC
Providence Medical Center	Provide medical guidance as needed to Emergency Medical Services
Providence Medical Center	Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
Providence Medical Center	Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers
Providence Medical Center	Coordinate the use of clinics to treat less than acute illnesses and injuries.
Providence Medical Center	Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff



201214 Emergency
Operations Plan
2016)

ESF 8—Public Health and Medical Services
(Revised August 10 September 6,

Agency	Action
Providence Medical Center	Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
Providence Medical Center	Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
Providence Medical Center	Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
Providence Medical Center	Provide patient identification information to the American Red Cross
Providence Medical Center	Identify ability of hospitals to perform decontamination of patients, service animals and pets
Providence Medical Center	Monitor available medical beds and report to ESF 8 Coordinator in EOC
Providence Medical Center	Maintain MOUs or MOAs to share medical resources
Providence Medical Center	Identify alternate care site planning activities
Providence Medical Center	Credential and badge department employees prior to an incident
Providence Medical Center	Credential medical staff
Providence Medical Center	Participate in the Hospital Preparedness Program
Providence Medical Center	Operate community alternate care site
Providence Medical Center	Operate community alternate care site
Providence Medical Center	Track the injured (registration to discharge process)
Providence Medical Center	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
Providence Medical Center	Report incident related injuries to EOC
Providence Medical Center	Activate and conduct medical care activities during a disaster
Providence Medical Center	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
Providence Medical Center	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
Providence Medical Center	Coordinate and activate patient decontamination activities
Providence Medical Center	Dispose of medical supplies
Providence Medical Center	Conduct decontamination activities, in coordination with elf 10, for chemical, radiological, or biological agents
Providence Medical Center	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
Providence Medical Center	Report damages to hospitals to ESF 8



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised August 10 September 6,**

Agency	Action
Providence Medical Center	Participate on the jurisdictional hazard mitigation planning committee
Providence Medical Center	Compile ESF 8 information and provide to EM for Incident Action Plan
Providence Medical Center	Activate Departmental Operations Center
Providence Medical Center	Maintain Resource list for specialized medical transportation
Providence Medical Center	Maintain list/contacts for specialty medical care organizations such as Dialysis Centers
Providence Medical Center	Request needed hospital resources through Hospital Regional Coordinator
Providence Medical Center	Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations
Providence Medical Center	Ensure medical staff are credentialed and badged by the state in ESR, VIP, or MRC prior to an incident
Unified Government Building and Logistics Division	Ensure that any County facilities suitable for use in support of ESF #8 activities can be quickly made available
Unified Government Emergency Management Department	Provide initial notification for ESF 8
Unified Government Emergency Management Department	Coordinate local efforts related to K-SERV and medical professional volunteer registration
Unified Government Emergency Management Department	Identify currently available health and medical sector related volunteer organizations
Unified Government Emergency Management Department	Capture incident related expenses to be used in emergency response
Unified Government Emergency Management Department	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professionals and other staff
Unified Government Emergency Management Department	Coordinate activities in preparing access and functional needs populations for disasters
Unified Government Emergency Management Department	Communicate ESF 8 information to and between support agencies



201214 Emergency
Operations Plan
2016)

ESF 8—Public Health and Medical Services
(Revised August 10 September 6,

Agency	Action
Unified Government Emergency Management Department	Coordinate and maintain ESF 8 situational awareness
Unified Government Emergency Management Department	Coordinate medical operations activities and resource needs for the following: health department, hospitals, EMS, environmental health, pharmacies, behavioral health centers/teams, clinics, funeral directors/coroner
Unified Government Emergency Management Department	Identify specific health and safety risks for disasters
Unified Government Emergency Management Department	Coordinate with ESF 7 to request resources
Unified Government Emergency Management Department	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
Unified Government Emergency Management Department	Activate continuity of operations plan
Unified Government Emergency Management Department	Coordinate emergency organization credentialing/privileging procedures
Unified Government Emergency Management Department	Coordinate community outreach to functional and access needs populations
Unified Government Emergency Management Department	Provide communication of functional and access needs populations to the ESF 8 Coordinator
Unified Government Emergency Management Department	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan
Unified Government Emergency Management Department	Record damage assessment information
Unified Government Emergency Management Department	Provide incident reports for elected officials



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
Unified Government Emergency Management Department	Assist functional and access needs populations in recovering from disasters including programs provided
Unified Government Public Health Department	Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department
Unified Government Public Health Department	Issue public health advisories to the public on such matters as emergency water supplies, waste disposal, vectors, immunizations, disinfecting, and other public health issues dictated by the event
Unified Government Public Health Department	Establish preventive public health services including the control of communicable diseases
Unified Government Public Health Department	Organize the distribution of medical material
Unified Government Public Health Department	Ensure appropriate public health situational information is made available to the Data and Technology section in the EOC
Unified Government Public Health Department	Investigate sanitation conditions and coordinate immunization programs
Unified Government Public Health Department	In the event the potable water supply has been determined as contaminated, coordinate with the ESF #7—Resource Support to identify water supply vendors and assist with the development of a water distribution system.
Unified Government Public Health Department	Work with neighboring public health departments, as well as with State and Federal officials, to augment Wyandotte County's public health resources
Unified Government Public Health Department	Ensure the protection of public health emergency response staff by taking actions to obtain necessary protective respiratory devices and clothing, detection and decontamination equipment and antidotes for personnel assigned to perform tasks during response operations
Unified Government Public Health Department	Serve as the Lead Agency for Biological Incidents
Unified Government Public Health Department	Provide liaison to communicate between health department and ESF 8 for emergency related information
Unified Government Public Health Department	Coordinate with ESF 6 to identify agencies that work with individuals with functional and access needs in advance of, during, and following an emergency. This will serve as a resource to identify individuals with functional and access needs.
Unified Government Public Health Department	Identify health services needed to support identified disaster risks and provision of those services.
Unified Government Public Health Department	Coordinate activities related to health department SOG development



201214 Emergency
Operations Plan
2016)

ESF 8—Public Health and Medical Services
(Revised August 10 September 6,

Agency	Action
Unified Government Public Health Department	Participate in the CDC Public Health Preparedness Program
Unified Government Public Health Department	Ensure department employees are credentialed and badged by the state in KSRV or MRC prior to an incident
Unified Government Public Health Department	Coordinate public health department's exercise program
Unified Government Public Health Department	Participate in county medical countermeasure planning
Unified Government Public Health Department	Coordinate community distribution and dispensing activities including vaccines and pharmaceuticals
Unified Government Public Health Department	Coordinate with Public Information Officer or ESF 15, if activated, to communicate incident related health and medical information to citizens including at risk populations
Unified Government Public Health Department	Coordinate surveillance and epidemiological activities of the local public health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
Unified Government Public Health Department	Recommend or determine public health related protective actions
Unified Government Public Health Department	Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancellation
Unified Government Public Health Department	Activate and conduct county's mass countermeasures priorities and general activities
Unified Government Public Health Department	Activate and conduct county's disease surveillance system
Unified Government Public Health Department	Recommend or determine public health department's protective action
Unified Government Public Health Department	Provide liaison to communicate between health department and ESF 8 for emergency related information
Unified Government Public Health Department	Report incident related injuries to EOC
Unified Government Public Health Department	Coordinate vector surveillance activities
Unified Government Public Health Department	Perform vector surveillance activities



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
Unified Government Public Health Department	Provide briefs or updates related to vector surveillance activities to ESF 8
Unified Government Public Health Department	Dispose of medical supplies
Unified Government Public Health Department	Coordinate public health response and recovery information sent to emergency management
Unified Government Public Health Department	Conduct and monitor health effects post-disaster
Unified Government Public Health Department	Provide public health input into community recovery affairs
Unified Government Public Health Department	Identify the public health impact of identified risks
Unified Government Public Health Department	Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc.
Unified Government Public Health Department	Provide hand washing and other disease prevention campaign activities
Unified Government Public Health Department	Participate on the jurisdictional hazard mitigation planning committee
Unified Government Public Health Department	Compile ESF 8 information and provide to EM for Incident Action Plan
Unified Government Public Health Department	Activate Departmental Operations Center
University of Kansas Medical Center and Hospital	Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations
University of Kansas Medical Center and Hospital	Ensure medical staff are credentialed and badged by the state in ESR, VIP, or MRC prior to an incident
University of Kansas Medical Center and Hospital	Identify ability of hospitals to perform decontamination of patients, service animals and pets
University of Kansas Medical Center and Hospital	Monitor available medical beds and report to ESF 8 Coordinator in EOC
University of Kansas Medical Center and Hospital	Maintain MOUs or MOAs to share medical resources



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
University of Kansas Medical Center and Hospital	Identify alternate care site planning activities
University of Kansas Medical Center and Hospital	Credential and badge department employees prior to an incident
University of Kansas Medical Center and Hospital	Credential medical staff
University of Kansas Medical Center and Hospital	Participate in the Hospital Preparedness Program
University of Kansas Medical Center and Hospital	Activate community alternate care site
University of Kansas Medical Center and Hospital	Activate community alternate care site
University of Kansas Medical Center and Hospital	Track the injured (registration to discharge process)
University of Kansas Medical Center and Hospital	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
University of Kansas Medical Center and Hospital	Report incident related injuries to EOC
University of Kansas Medical Center and Hospital	Activate and conduct medical care activities during a disaster
University of Kansas Medical Center and Hospital	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
University of Kansas Medical Center and Hospital	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
University of Kansas Medical Center and Hospital	Coordinate and activate patient decontamination activities
University of Kansas Medical Center and Hospital	Dispose of medical supplies
University of Kansas Medical Center and Hospital	Conduct decontamination activities, in coordination with elf 10, for chemical, radiological, or biological agents
University of Kansas Medical Center and Hospital	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management



**201214 Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

Agency	Action
University of Kansas Medical Center and Hospital	Report damages to hospitals to ESF-8
University of Kansas Medical Center and Hospital	Participate on the jurisdictional hazard mitigation planning committee
University of Kansas Medical Center and Hospital	Compile ESF 8 information and provide to EM for Incident Action Plan
University of Kansas Medical Center and Hospital	Activate Departmental Operations Center
University of Kansas Medical Center and Hospital	Maintain Resource list for specialized medical transportation
University of Kansas Medical Center and Hospital	Maintain list/contacts for specialty medical care organizations such as Dialysis Centers
University of Kansas Medical Center and Hospital	Request needed hospital resources through Hospital Regional Coordinator
Voluntary Organizations Active in Disasters	Provide food for emergency medical workers, volunteers and patients, if requested
Voluntary Organizations Active in Disasters	Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims.
Voluntary Organizations Active in Disasters	Provide Disaster Welfare Information to the ESF #8 Coordinator for appropriate dissemination
Voluntary Organizations Active in Disasters	Assist in the notification to the next of kin of the injured and deceased.
Voluntary Organizations Active in Disasters	Assist with the reunification of the injured with their families
Voluntary Organizations Active in Disasters	Provide first aid and other related medical support (within capabilities) at temporary treatment centers
Voluntary Organizations Active in Disasters	Provide supplementary medical and nursing aid and other health services, if requested and within capabilities
Voluntary Organizations Active in Disasters	Provide assistance for the special needs of the disabled, elderly and children separated from their parents.
Wyandot Center	Identify county's behavioral health response capabilities
Wyandot Center	Coordinate behavioral health capabilities of the organization
Wyandot Center	Coordinate organization's behavioral health disaster team
Wyandot Center	Coordinate and activate behavioral health care activities
Wyandot Center	Conduct behavioral health care activities
Wyandotte County Coroner	Manage the disposition and tracking of the deceased
Wyandotte County Coroner	Identify county's fatality management capabilities
Wyandotte County Coroner	Develop procedures to appropriately vet and release casualty and fatality information



Agency	Action
Wyandotte County Coroner	Coordinate fatality management process and request additional support
Wyandotte County Coroner	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
Wyandotte County Coroner	Report incident related fatalities to EOG
Wyandotte County Coroner	Coordinate and activate mortuary services during an emergency
Wyandotte County Coroner	Conduct mortuary services during an emergency
Wyandotte County Coroner	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan
Wyandotte County Coroner	Activate mass fatality site
Wyandotte County Sheriff's Office	Provide security at or around health and medical facilities or at mass casualty sites
Wyandotte County Sheriff's Office	Provide security assistance to medical facilities and to health and medical field personnel upon request
Wyandotte County Sheriff's Office	Maintain emergency health services at correctional facilities.
Wyandotte County Sheriff's Office	Provide communications support for health and medical activities
Wyandotte County Sheriff's Office	Provide traffic flow and parking assistance around health and medical facilities

Coordinating: Wyandotte County Public Health Department

Formatted Table

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Coordinate with ESF 6 to identify agencies that work with individuals with functional and access needs in advance of, during, and following an emergency. This will serve as a resource to identify individuals with functional and access needs.
5	Identify public health services needed to support identified disaster risks and provision of those services.
6	Coordinate activities related to health department SOG development
7	Coordinate public health department's training and exercise program
8	Ensure department employees are credentialed and badged in the state CRMCS system and that volunteers are registered in K-SERV or MRC prior to an incident



<u>9</u>	<u>Provide liaison to communicate between public health department and ESF 8 for emergency related information</u>
<u>10</u>	<u>Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department</u>
<u>11</u>	<u>Establish preventive public health services including the control of communicable diseases</u>
<u>12</u>	<u>Coordinate the county medical countermeasure distribution and planning activities</u>
<u>13</u>	<u>Work with neighboring community public health departments, as well as with State and Federal officials, to augment Wyandotte County's public health resources</u>
<u>14</u>	<u>Investigate sanitation conditions and coordinate immunization programs</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others</u>
<u>3</u>	<u>Recommend or determine health-related protective actions</u>
<u>4</u>	<u>Activate and conduct activities that may be involved in community disease containment measures</u>
<u>5</u>	<u>Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information</u>
<u>6</u>	<u>Report incident related injuries to EOC</u>
<u>7</u>	<u>Coordinate vector surveillance activities</u>
<u>8</u>	<u>Perform vector surveillance activities</u>
<u>9</u>	<u>Provide liaison to communicate between public health department and ESF 8 for emergency related information</u>
<u>10</u>	<u>Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department</u>
<u>11</u>	<u>Establish preventive public health services including the control of communicable diseases</u>
<u>12</u>	<u>Work with neighboring community public health departments, as well as with State and Federal officials, to augment Wyandotte County's public health resources</u>
<u>13</u>	<u>Investigate sanitation conditions and coordinate immunization programs</u>
<u>14</u>	<u>Activate Threat Assessment Team (TAT) and Departmental Operations Center</u>
<u>15</u>	<u>Ensure the protection of public health emergency response staff by taking actions to obtain necessary personal protective equipment (PPE) and prophylactic medications/vaccines</u>



<u>16</u>	<u>Ensure public health advisories on such matters as water, vectors, immunizations, disinfecting, and other public health issues dictated by the event are provided to the PIO for dissemination.</u>
<u>17</u>	<u>Coordinate with Public Information Officer or ESF 15, if activated, to communicate incident related health and medical information to citizens including at-risk populations</u>
<u>18</u>	<u>Ensure appropriate public health situational information is made available to the EOC</u>
<u>19</u>	<u>Activate/coordinate county mass distribution and/or dispensing of medical countermeasures/materiel</u>
<u>20</u>	<u>Serve as the Lead Agency for Biological Incidents</u>
<u>21</u>	<u>Recover medical supplies and dispose of medical waste</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
<u>2</u>	<u>Provide public health input into community recovery affairs</u>
<u>3</u>	<u>Provide liaison to communicate between public health department and ESF 8 for emergency related information</u>
<u>4</u>	<u>Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department</u>
<u>5</u>	<u>Continue public health preventive health services including the control of communicable diseases</u>
<u>6</u>	<u>Monitor public health effects post-disaster</u>
<u>7</u>	<u>Continue investigation on sanitation conditions and coordinate the immunization programs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
<u>2</u>	<u>Identify the public health impact of identified risks</u>
<u>3</u>	<u>Provide hand washing and other disease prevention campaign activities</u>
<u>4</u>	<u>Provide liaison to communicate between public health department and ESF 8 for emergency related information</u>
<u>5</u>	<u>Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department</u>
<u>6</u>	<u>Establish public health preventive services including the control of communicable diseases</u>
<u>7</u>	<u>Investigate sanitation conditions and coordinate immunization programs</u>



<u>8</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>9</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Primary: Bonner Springs EMS Department</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Credential and badge department employees prior to an incident</u>
<u>5</u>	<u>Credential medical staff</u>
<u>6</u>	<u>Maintain Resource list for specialized medical transportation</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Report incident related injuries to EOC</u>
<u>3</u>	<u>Dispose of medical supplies</u>
<u>4</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>5</u>	<u>Support EMS operations as needed</u>
<u>6</u>	<u>Respond to the disaster scene with emergency medical personnel and equipment.</u>
<u>7</u>	<u>Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.</u>
<u>8</u>	<u>Provide triage, medical care and transport for the injured</u>
<u>9</u>	<u>As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator</u>
<u>10</u>	<u>Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals</u>
<u>11</u>	<u>Evacuate patients from affected hospitals and nursing homes.</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
<u>2</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>

Formatted Table



<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-	
---	--

<u>Primary: Edwardsville Fire Department</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Credential medical staff</u>
<u>5</u>	<u>Maintain Resource list for specialized medical transportation</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Report incident related injuries to EOC</u>
<u>3</u>	<u>Dispose of medical supplies</u>
<u>4</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>5</u>	<u>Support EMS operations as needed</u>
<u>6</u>	<u>Respond to the disaster scene with emergency medical personnel and equipment.</u>
<u>7</u>	<u>Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.</u>
<u>8</u>	<u>Provide triage, medical care and transport for the injured</u>
<u>9</u>	<u>As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator</u>
<u>10</u>	<u>Establish and maintain field communications and coordination with other</u>

Formatted Table



	<u>responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals</u>
<u>11</u>	<u>Evacuate patients from affected hospitals and nursing homes</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
<u>2</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-

<u>Primary: KCK Fire Department</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Credential medical staff</u>
<u>5</u>	<u>Maintain Resource list for specialized medical transportation</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Report incident related injuries to EOC</u>
<u>3</u>	<u>Dispose of medical supplies</u>
<u>4</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>5</u>	<u>Support EMS operations as needed</u>
<u>6</u>	<u>Respond to the disaster scene with emergency medical personnel and equipment.</u>
<u>7</u>	<u>Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.</u>
<u>8</u>	<u>Provide triage, medical care and transport for the injured</u>
<u>9</u>	<u>As requested, deploy personnel to the Wyandotte County EOC to assist the Public</u>

Formatted Table



	<u>Health and Medical Services Coordinator</u>
<u>10</u>	<u>Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals</u>
<u>11</u>	<u>Assist with the evacuation of non-ambulatory patients from affected hospitals and nursing homes.</u>
<u>12</u>	<u>Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS)</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
<u>2</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Primary: Providence Medical Center</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Credential and badge department employees prior to an incident</u>
<u>5</u>	<u>Identify ability of hospitals to perform decontamination of patients, service animals and pets</u>
<u>6</u>	<u>Monitor available medical beds and report to ESF 8 Coordinator in EOC</u>
<u>7</u>	<u>Maintain MOUs or MOAs to share medical resources</u>
<u>8</u>	<u>Identify alternate care site planning activities</u>
<u>9</u>	<u>Credential medical staff</u>
<u>10</u>	<u>Maintain Resource list for specialized medical transportation</u>
<u>11</u>	<u>Maintain list/contacts for specialty medical care organizations such as Dialysis</u>

Formatted Table



	<u>Centers</u>
<u>12</u>	<u>Ensure medical staff are credentialed and badged by the state in ESR, VIP, or MRC prior to an incident</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Operate community alternate care site</u>
<u>3</u>	<u>Track the injured (Registration to discharge process)</u>
<u>4</u>	<u>Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information</u>
<u>5</u>	<u>Report incident related injuries to EOC</u>
<u>6</u>	<u>Activate and conduct medical care activities during a disaster</u>
<u>7</u>	<u>Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.</u>
<u>8</u>	<u>Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator</u>
<u>9</u>	<u>Coordinate and activate patient decontamination activities</u>
<u>10</u>	<u>Dispose of medical supplies</u>
<u>11</u>	<u>Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents</u>
<u>12</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>13</u>	<u>Implement internal and external hospital disaster plans</u>
<u>14</u>	<u>Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds</u>
<u>15</u>	<u>Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds</u>
<u>16</u>	<u>Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.</u>
<u>17</u>	<u>Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers</u>
<u>18</u>	<u>Coordinate the use of clinics to treat less than acute illnesses and injuries.</u>
<u>19</u>	<u>Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff</u>
<u>20</u>	<u>Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.</u>
<u>21</u>	<u>Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.</u>



22	<u>Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.</u>
23	<u>Provide patient identification information to the American Red Cross</u>
24	<u>Provide medical guidance as needed to Emergency Medical Services</u>
25	<u>Activate Departmental Operations Center</u>
26	<u>Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations</u>
27	<u>Request needed hospital resources through Hospital Regional Coordinator</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
2	<u>Report damages of hospitals to ESF 8</u>
3	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Primary: The University of Kansas Hospital</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Credential and badge department employees prior to an incident</u>
5	<u>Identify ability of hospitals to perform decontamination of patients, service animals and pets</u>
6	<u>Monitor available medical beds and report to ESF 8 Coordinator in EOC</u>

Formatted Table



<u>7</u>	<u>Maintain MOUs or MOAs to share medical resources</u>
<u>8</u>	<u>Identify alternate care site planning activities</u>
<u>9</u>	<u>Participate in the Hospital Preparedness Program</u>
<u>10</u>	<u>Credential medical staff</u>
<u>11</u>	<u>Maintain Resource list for specialized medical transportation</u>
<u>12</u>	<u>Establish and maintain field and inter-hospital medical communications</u>
<u>13</u>	<u>Maintain list/contacts for specialty medical care organizations such as Dialysis Centers</u>
<u>14</u>	<u>Ensure medical staff are credentialed and badged in the state CRMCS system or registered in K-SERV or MRC prior to an incident</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Activate community alternate care site</u>
<u>3</u>	<u>Track the injured (Registration to discharge process)</u>
<u>4</u>	<u>Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information</u>
<u>5</u>	<u>Report incident related injuries to EOC</u>
<u>6</u>	<u>Activate and conduct medical care activities during a disaster</u>
<u>7</u>	<u>Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.</u>
<u>8</u>	<u>Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator</u>
<u>9</u>	<u>Coordinate and activate patient decontamination activities</u>
<u>10</u>	<u>Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents</u>
<u>11</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>12</u>	<u>Implement internal and external hospital disaster plans</u>
<u>13</u>	<u>Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds</u>
<u>14</u>	<u>Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds</u>
<u>15</u>	<u>Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.</u>
<u>16</u>	<u>Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers</u>
<u>17</u>	<u>Coordinate the use of clinics to treat less than acute illnesses and injuries.</u>



18	<u>Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff</u>
19	<u>Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.</u>
20	<u>Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.</u>
21	<u>Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.</u>
22	<u>Provide patient identification information to the American Red Cross</u>
23	<u>Activate Departmental Operations Center</u>
24	<u>Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations</u>
25	<u>Request needed hospital resources through Hospital Regional Coordinator</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
2	<u>Report damages of hospitals to ESF 8</u>
3	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
4	<u>Establish and maintain field and inter-hospital medical communications</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
2	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
3	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-

Primary: Bonner Springs Fire Department	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists</u>

Formatted Table



	detailing the accomplishment of their assigned functions.
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Support EMS operations as needed</u>
<u>3</u>	<u>Respond to the disaster scene with emergency medical personnel and equipment.</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Primary: Bonner Springs Police Department</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Provide security at or around health and medical facilities or at mass casualty sites</u>
<u>3</u>	<u>Provide security assistance to medical facilities and to health and medical field personnel upon request</u>
<u>4</u>	<u>Maintain emergency health services at correctional facilities</u>
<u>5</u>	<u>Provide communications support for health and medical activities</u>
<u>6</u>	<u>Provide traffic flow and parking assistance around health and medical facilities</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

<u>Primary: Edwardsville Fire Department</u>	
---	--

Formatted Table



<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Credential medical staff</u>
<u>5</u>	<u>Maintain Resource list for specialized medical transportation</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Report incident related injuries to EOC</u>
<u>3</u>	<u>Dispose of medical supplies</u>
<u>4</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>5</u>	<u>Support EMS operations as needed</u>
<u>6</u>	<u>Respond to the disaster scene with emergency medical personnel and equipment.</u>
<u>7</u>	<u>Establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.</u>
<u>8</u>	<u>Provide triage, medical care and transport for the injured</u>
<u>9</u>	<u>As requested, deploy personnel to the Wyandotte County EOC to assist the Public Health and Medical Services Coordinator</u>
<u>10</u>	<u>Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals</u>
<u>11</u>	<u>Evacuate patients from affected hospitals and nursing homes.</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
<u>2</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>



Primary: Edwardsville Police Department	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document and track resources that are committed to specific missions and costs
2	Provide security at or around health and medical facilities or at mass casualty sites
3	Provide security assistance to medical facilities and to health and medical field personnel upon request
4	Maintain emergency health services at their correctional facilities
5	Provide communications support for health and medical activities
6	Provide traffic flow and parking assistance around health and medical facilities
Mitigation Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted Table

Primary: KCK Police Department	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document and track resources that are committed to specific missions and costs
Mitigation Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.

Formatted Table



2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
---	---

-

Primary: Wyandot Center	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Identify county's behavioral health response capabilities
5	Coordinate behavioral health capabilities of the organization
6	Coordinate organization's behavioral health disaster team
<i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Document and track resources that are committed to specific missions and costs
2	Coordinate and activate behavioral health care activities
3	Conduct behavioral health care activities
<i>Mitigation Actions for ESF 8 - Public Health and Medical Services</i>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Formatted Table

-

Primary: Wyandotte County Coroner	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Identify county's fatality management capabilities
4	Develop procedures to appropriately vet and release casualty and fatality information
<i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Document and track resources that are committed to specific missions and costs

Formatted Table



<u>2</u>	<u>Coordinate fatality management process and requests additional support</u>
<u>3</u>	<u>Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan</u>
<u>4</u>	<u>Report incident related fatalities to EOC</u>
<u>5</u>	<u>Coordinate and activate mortuary services during an emergency</u>
<u>6</u>	<u>Conduct mortuary services during an emergency</u>
<u>7</u>	<u>Manage the disposition and tracking of the deceased</u>
<u>8</u>	<u>Activate mass fatality site</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>

-

<u>Primary: Wyandotte County Sheriff's Office</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Provide security at or around health and medical facilities or at mass casualty sites</u>
<u>3</u>	<u>Provide security assistance to medical facilities and to health and medical field personnel upon request</u>
<u>4</u>	<u>Maintain emergency health services at correctional facilities</u>
<u>5</u>	<u>Provide communications support for health and medical activities</u>
<u>6</u>	<u>Provide traffic flow and parking assistance around health and medical facilities</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

-



Supporting: American Red Cross	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Coordinate and maintain family reunification policies or procedures to be used by ESF 8</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Coordinate with functional and access needs populations at community shelters</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Activate family reunification policies or procedures to be used by ESF 8</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

Supporting: Board of Public Utilities	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Restore water and wastewater capabilities in coordination with ESF 3</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists</u>

Formatted Table



	<u>detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-

<u>Supporting: Kansas City Healthcare Coalition</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

-

<u>Supporting: Kansas Department of Health and Environment</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Provide additional resources, personnel and technical assistance to support public health and medical activities</u>
<u>3</u>	<u>Determine the extent or threat of contamination from chemical, radiological or infectious agents</u>

Formatted Table



<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Inspect food service establishments prior to resuming business</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Supporting: Kansas Funeral Directors Association</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

<u>Supporting: Medical Reserve Corps of Greater Kansas City</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>

Formatted Table



2	<u>Coordinate support activities to ESF 6 for functional and access needs populations at shelters</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

-

<u>Supporting: The University of Kansas Hospital</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
2	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
3	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
4	<u>Credential and badge department employees prior to an incident</u>
5	<u>Identify ability of hospitals to perform decontamination of patients, service animals and pets</u>
6	<u>Monitor available medical beds and report to ESF 8 Coordinator in EOC</u>
7	<u>Maintain MOUs or MOAs to share medical resources</u>
8	<u>Identify alternate care site planning activities</u>
9	<u>Participate in the Hospital Preparedness Program</u>
10	<u>Credential medical staff</u>
11	<u>Maintain Resource list for specialized medical transportation</u>
12	<u>Establish and maintain field and inter-hospital medical communications</u>
13	<u>Maintain list/contacts for specialty medical care organizations such as Dialysis Centers</u>
14	<u>Ensure medical staff are credentialed and badged in the state CRMCS system or registered in K-SERV or MRC prior to an incident</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	<u>Document and track resources that are committed to specific missions and costs</u>
2	<u>Activate community alternate care site</u>
3	<u>Track the injured (Registration to discharge process)</u>
4	<u>Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information</u>

Formatted Table



<u>5</u>	<u>Report incident related injuries to EOC</u>
<u>6</u>	<u>Activate and conduct medical care activities during a disaster</u>
<u>7</u>	<u>Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.</u>
<u>8</u>	<u>Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator</u>
<u>9</u>	<u>Coordinate and activate patient decontamination activities</u>
<u>10</u>	<u>Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents</u>
<u>11</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>12</u>	<u>Implement internal and external hospital disaster plans</u>
<u>13</u>	<u>Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds</u>
<u>14</u>	<u>Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds</u>
<u>15</u>	<u>Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.</u>
<u>16</u>	<u>Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers</u>
<u>17</u>	<u>Coordinate the use of clinics to treat less than acute illnesses and injuries.</u>
<u>18</u>	<u>Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff</u>
<u>19</u>	<u>Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.</u>
<u>20</u>	<u>Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.</u>
<u>21</u>	<u>Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.</u>
<u>22</u>	<u>Provide patient identification information to the American Red Cross</u>
<u>23</u>	<u>Activate Departmental Operations Center</u>
<u>24</u>	<u>Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations</u>
<u>25</u>	<u>Request needed hospital resources through Hospital Regional Coordinator</u>
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	



<u>1</u>	<u>Coordinate with health and medical sector agencies submitting response and recovery information to emergency management</u>
<u>2</u>	<u>Report damages of hospitals to ESF 8</u>
<u>3</u>	<u>Compile ESF 8 information and provide to EM for Incident Action Plan</u>
<u>4</u>	<u>Establish and maintain field and inter-hospital medical communications</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Participate on the jurisdictional hazard mitigation planning committee</u>
<u>2</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>3</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Supporting: U.S. Environmental Protection Agency</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

<u>Supporting: Unified Government Area Agency on Aging</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table



<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Provide assistance in dealing with the health and medical needs of seniors, such as health screening and inoculations.</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

<u>Supporting: Unified Government Building & Logistics Division</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Ensure that any County facilities suitable for use in support of ESF #8 activities can be quickly made available</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Ensure that any County facilities suitable for use in support of ESF #8 activities can be quickly made available</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table

<u>Supporting: Unified Government Transit Department</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	

Formatted Table



1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document and track resources that are committed to specific missions and costs
Mitigation Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	

Supporting: USD 202 Turner	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document and track resources that are committed to specific missions and costs
Mitigation Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	

Formatted Table

Supporting: USD 203 Piper	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel

Formatted Table



	<u>resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>Supporting: USD 204 Bonner Springs/Edwardsville</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>Supporting: USD 500 Kansas City Kansas</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>

Formatted Table

Formatted Table



<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
-	
<u>Supporting: Volunteers Active in Disasters (VOAD)</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Provide food for emergency medical workers, volunteers and patients, if requested</u>
<u>3</u>	<u>Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims.</u>
<u>4</u>	<u>Provide Disaster Welfare Information to the ESF #8 Coordinator for appropriate dissemination</u>
<u>5</u>	<u>Assist in the notification to the next of kin of the injured and deceased.</u>
<u>6</u>	<u>Assist with the reunification of the injured with their families</u>
<u>7</u>	<u>Provide first aid and other related medical support (within capabilities) at temporary treatment centers</u>
<u>8</u>	<u>Provide supplementary medical and nursing aid and other health services, if requested and within capabilities</u>
<u>9</u>	<u>Provide assistance for the special needs of the disabled, elderly and children separated from their parents.</u>
-	
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>

Formatted Table



Supporting: Wyandotte County Emergency Management	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>4</u>	<u>Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff</u>
<u>5</u>	<u>Coordinate activities in preparing access and functional needs populations for disasters</u>
<u>6</u>	<u>Provide initial notification for ESF 8</u>
<u>7</u>	<u>Coordinate local efforts related to K-SERV and medical professional volunteer registration</u>
<u>8</u>	<u>Identify currently available health and medical sector related volunteer organizations</u>
<u>9</u>	<u>Capture incident related expenses to be used in emergency response</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>2</u>	<u>Communicate ESF 8 information to and between support agencies</u>
<u>3</u>	<u>Coordinate and maintain ESF 8 situational awareness</u>
<u>4</u>	<u>Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner</u>
<u>5</u>	<u>Identify specific health and safety risks for disasters</u>
<u>6</u>	<u>Coordinate with ESF 7 to request resources</u>
<u>7</u>	<u>Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel</u>
<u>8</u>	<u>Activate continuity of operations plan</u>
<u>9</u>	<u>Coordinate emergency organization credentialing/privileging procedures</u>
<u>10</u>	<u>Coordinate community outreach to functional and access needs populations</u>
<u>11</u>	<u>Provide communication of at-risk populations' needs to the ESF 8 Coordinator</u>
<u>12</u>	<u>Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan</u>
<u>13</u>	<u>Provide initial notification for ESF 8</u>

Formatted Table



<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Record damage assessment information</u>
<u>2</u>	<u>Provide incident reports for elected officials</u>
<u>3</u>	<u>Assist at-risk populations in recovering from disasters including programs provided</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>Supporting: American Medical Response</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>Supporting: Centers for Disease Control and Prevention</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.</u>
<u>2</u>	<u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u>
<u>3</u>	<u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
<u>1</u>	<u>Document and track resources that are committed to specific missions and costs</u>
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	

Formatted Table

Formatted Table



1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
Supporting: Edwardsville Public Works	
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	When deployed, assume an appropriate role in the Incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e. fire, police)
Supporting: Kansas City Kansas Fire Department - HAZMAT	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Document and track resources that are committed to specific missions and costs
2	Activate and perform decontamination of patients, service animals and pets
Mitigation Actions for ESF 8 - Public Health and Medical Services	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
Supporting: Mid-America Regional Council	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	

Formatted Table

Formatted Table

Formatted Table



1	Document and track resources that are committed to specific missions and costs
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	
<u>Supporting: Missouri Disaster Response System (MDRS)</u>	
<u>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department.
2	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
4	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
<u>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	Document and track resources that are committed to specific missions and costs
2	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
<u>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</u>	
1	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
<u>Mitigation Actions for ESF 8 - Public Health and Medical Services</u>	
1	Serve as the sponsoring agency for the Medical Reserve Corps and coordinate with Wyandotte County to provide health and medical resources to support emergency operations
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
3	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
-	



54 REFERENCES/ATTACHMENTS

The following reference documents are available from the Emergency Management Department. These documents have been hyperlinked where possible:

- Public Health Emergency Response Plan
- [ICS Forms](#)
- [Wyandotte County Multi-hazard Mitigation Plan](#), [Regional Hazard Mitigation Plan](#)
- [ESF 8 Resource Coordination Guide \(under development\)](#)
- [Wyandotte County, Kansas Special Incident Annex](#)
- [Regional Incident Management Plan](#);
- [RHSCC Regional Coordination Guide](#) ESF #8 Plan
- Regional Mass Casualty Incident (MCI) Plan

Field Code Changed

In general, detailed contact lists and inventories will not be attached to ESF annexes since this type of information changes constantly. Instead, information is provided as to the department or individual that maintains each type of contact list or inventory.

- Local emergency resources—see [ESF 5 and](#) ESF 7
- Mass Fatality Resources/Contacts—information maintained by the County Coroner
- Mental Health Resources/Contacts—Information maintained by the Wyandot Center
- Suppliers—Maintained by Unified Government Purchasing Department
- Services/contracts—Maintained by Unified Government Purchasing Department
- Mutual aid agreement contacts—maintained by [the State of Kansas individual response agencies](#)

The following documents are attached to this ESF:

- [Public Health Department Internal Call Tree](#)
- [Public Health Department ICS Structure](#)

Formatted: Indent: Left: 0", Hanging: 0.4"

Formatted: Indent: Left: 0", Hanging: 0.4",
No bullets or numbering

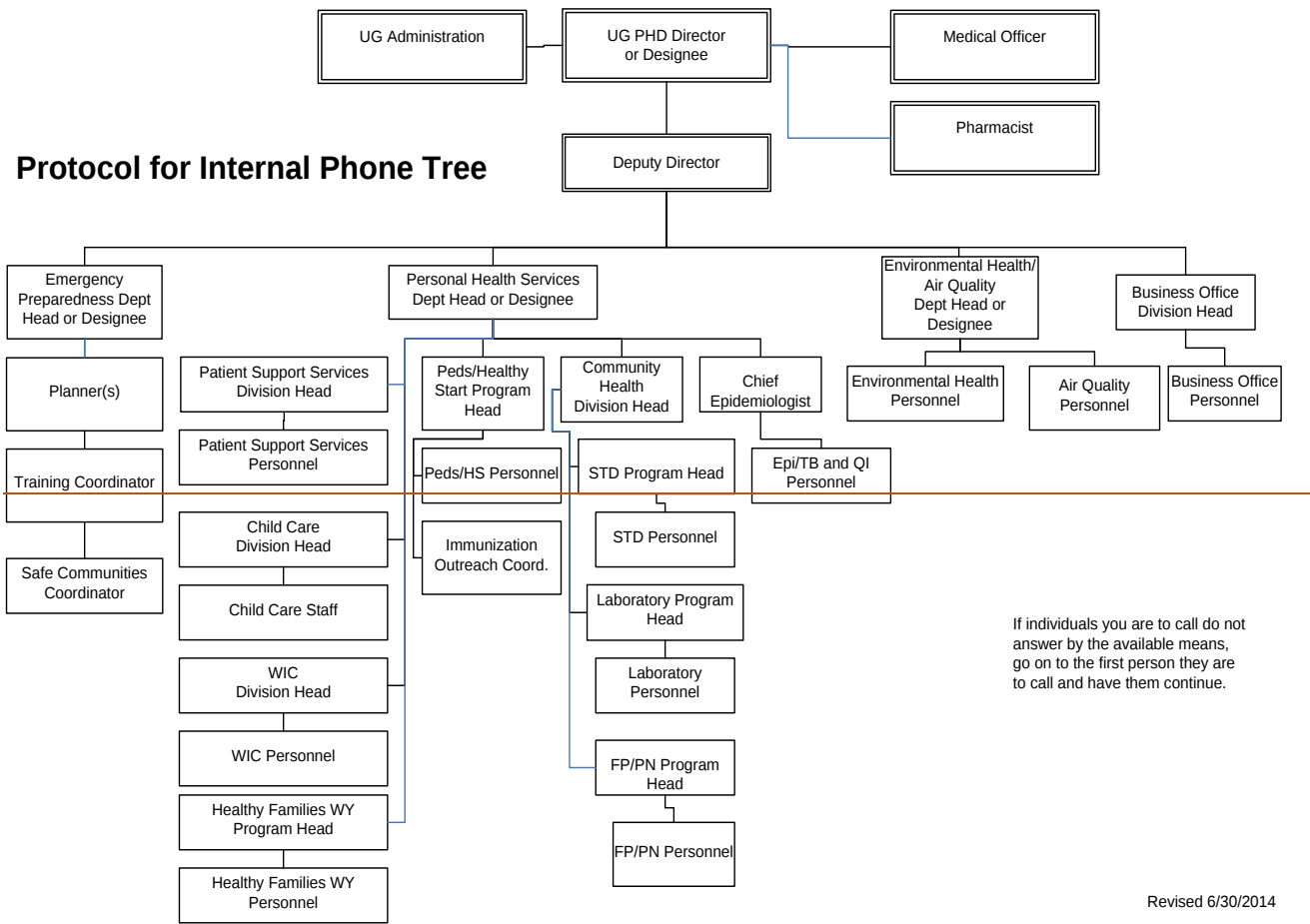


- ▲ Disaster Worker Activity Log
- ▲ Disaster Supplies Used Log
- ▲ Health Alert Network



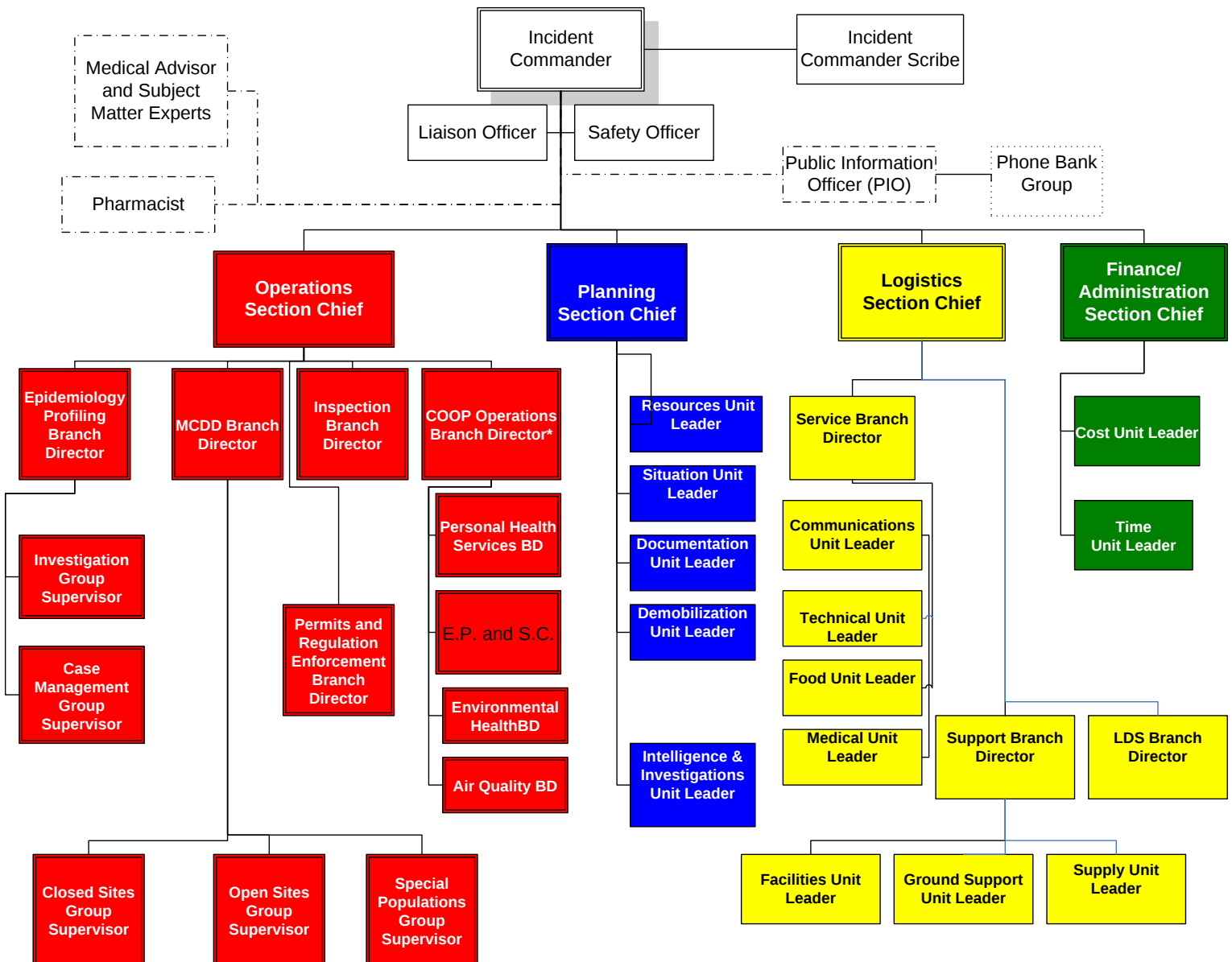
5.1—Public Health Department Internal Call Tree

Formatted: Indent: Left: 0", Hanging: 0.4"





Public Health Department Operations Center
ICS Flowchart



*If the COOP ICS Structure needed to be activated, the COOP Branch Director would then become the Operations Section Chief



Revised 6/30/1

4

Formatted: Indent: Left: 0", Hanging: 0.4",
No bullets or numbering

Formatted: Indent: Left: 0", Hanging: 0.4"

Formatted: Indent: Left: 0", Hanging: 0.4",
No bullets or numbering

Formatted: No bullets or numbering



5.2—Disaster Worker Activity Log

DISASTER WORKER ACTIVITY LOG					
Date	Name/Department (if any)	Activity/Service	Start Time	End Time	TOTAL Time

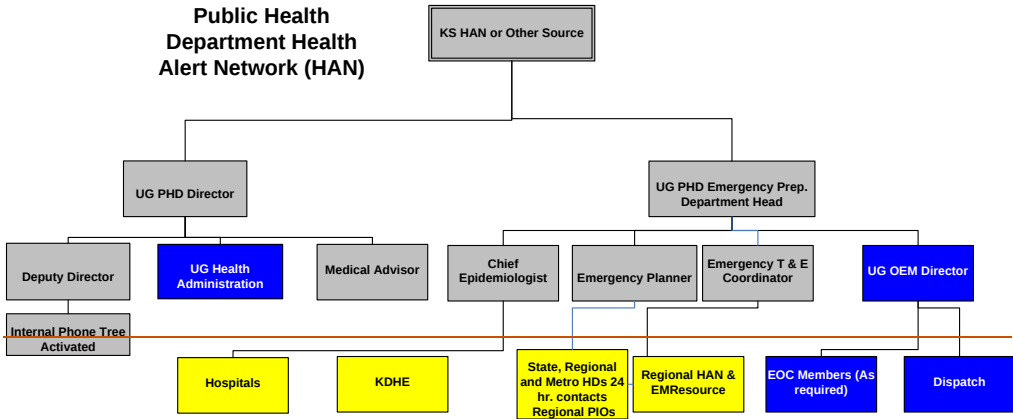


5.3—Disaster Supplies Used Log

DISASTER SUPPLIES USED LOG					
Date	Employee Name	Activity/Service	Start Time	End Time	TOTAL Time



5.4—Health Alert Network



Attachment 123
Revised 6/30/14



ESF #8 RECORD OF REVIEW AND UPDATES
Review Revision Comment/reason for revision date completed by

Formatted Table



**2012~~14~~ Emergency
Operations Plan
2016)**

**ESF 8—Public Health and Medical Services
(Revised ~~August 10~~ September 6,**

COMMUNITY DISEASE CONTAINMENT (CC) SOG RECORD OF REVIEW AND UPDATES				
REVIEW	REVISION	COMMENTS / REASON FOR REVISION	DATE:	COMPLETED BY:
	0	pg. 7--added Priority Prophylaxis	4/3/2007	Jason Cummins
	1	pg. 10--added translation and language line	4/3/2007	Jason Cummins
	2	added Attachments 21 & 22	4/3/2007	Jason Cummins
	3	Updated all	5/15/2007	Jason Cummins
	4	pg. 5--added Attachment 146 & Inventory Info	5/15/2007	Jason Cummins
	5	Updated all	8/20/2007	Jason Cummins
	6	Added PPE Inventory	10/22/2007	Jason Cummins
	7	pg. 5--Added Bob and update comment	12/27/2007	Betty Amos
	8	Updated all	8/18/2009	Kevin Cluskey
9		Reviewed	2/23/2010	Kevin Cluskey
	10	Added History Page (Replaced by this page 9/3/2014)	9/28/2010	Kevin Cluskey
	11	Added HIPAA Guidelines	10/20/2011	Larry Franken
	12	Additions to recognizing the event section	12/14/2011	Larry Franken
	13	Linked Attachments to Document	2/29/2012	Kevin Cluskey
	14	Changed "Clinical Services Division Head" to "Clinical Services Division Head"; changed promulgation wording; changed EDDs to Epi-Trax; "Chief Epidemiologist" to "Chief Epidemiologist"; PAPRs were added and phone investigators only was eliminated.	1/15/2013	Gay Hall
	15	General Review and update	8/27/2013	Gay Hall; Erica Hupka; Gary Martin
	16	General Review and update	2/18/2014	Gay Hall; Kevin Cluskey; Gary Martin
	17	General Revision to Include Attachments	9/12/2014	C.L. Webb, Jr.



Staff Request for Commission Action

Tracking No. 16784

Full Commission Meeting Date: 9/29/16

Committee: Public Works & Safety

Date of Standing Committee Action: 9/19/16

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
09/07/2016	Jennifer Myers	x5084	jmyers@wycokck.org	Legal

Item Description:

Update to the Human Resources Guide Policy 7.1 Rules and Discipline to include new discipline rules related to concealed carry by employees.

Action Requested:

Approval of the proposed changes to Policy 7.1 of the HR Guide to go to the full commission for adoption

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 16745

Full Commission Meeting Date: 9/15/16

Committee: Public Works & Safety

Date of Standing Committee Action: 8/22/16, 9/19/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 09/07/2016	<u>Contact Name:</u> Susan Alig	<u>Contact Phone:</u> x5085	<u>Contact Email:</u> salig@wycokck.org	<u>Department/Division:</u> Legal
<u>Item Description:</u> Public Works wishes to amend and update the existing block party permit policy to address recent public safety and logistical concerns.				
<u>Action Requested:</u> Discussion item. Approve, deny, or edit proposed block party policy.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Block Party Policy				

Unified Government of Wyandotte County/ Kansas City, Kansas

Block Party Policy

1. Purpose
 - a. Residents may request a block party permit to temporarily close one residential block to through traffic for one day for the purpose of hosting an event.
 - b. The purpose of the Unified Government's block party permit policy is to foster community engagement and connections among residents for a safer and happier community.
2. Issuance of Permit; information required
 - a. The Public Works Department may issue a permit for the temporary blocking of a street for the purpose of hosting an event. Permit applicants should submit their applications at least 20 days before the date of the event. The application form is available online and through the Unified Government Public Works Department. The following information is required:
 - i. The name and address of the applicant
 - ii. The name of the street and a description of the portion to be blocked
 - iii. A description of the event to be held
 - iv. The date and the hours of the party
 - v. Whether the applicant has previously hosted or applied for a block party permit and the approximate dates of any previous permit applications
 - vi. A **Block Party Petition Form** with signatures of 75% of the residents and/or businesses on the street indicating their approval of the block party permit. 100% of the residents and/or businesses must be informed of the block party permit application before the application is turned in to Public Works.
 - vii. A signed **Block Party Application and Agreement Form**.
3. Term of permit
 - a. A block party permit is only valid for the date and hours specified.
 - b. All block parties must start after 9:00 am and end before 10:00 pm. The road must be reopened to through traffic by 10:00 pm.
4. Removal of litter and debris
 - a. The permit applicant is responsible for removal of any litter, debris and other materials from the street that is attributable to the party.
 - b. If the permit applicant does not remove litter and debris, the Unified Government will remove it and the cost of the removal will be charged to the permit applicant.
5. Access for emergency vehicles required
 - a. Any barricades or obstacles placed in the street for the block party must be easily moved to allow emergency and hazard vehicles to enter it in response to an emergency.
6. Access to residences and businesses on the closed portion of the street
 - a. Access must be granted to businesses and residences on the closed portion of the street as needed.
 - b. The permit applicant is responsible for assisting as needed with moving and replacing barricades to allow people to get to businesses and residences on the closed portion of the street.
7. Barricades
 - a. All applicants must provide a \$120.00 security deposit and a \$30.00 block party fee in order to obtain barricades for the block party.
 - i. The remainder of the deposit will be returned upon satisfactory return of the barricades in good condition and verification that the applicant has removed all decorations, trash and debris attributable to the block party event .
 - b. A permit applicant may obtain barricades to block off the street in one of two ways:

- i. The applicant can pick up and return the barricades him or herself from UG Public Works Street Maintenance and Fleet Center, located at **5033 State Avenue, Kansas City, KS 66102**.
 1. Barricades may be picked up the Friday before the date of the event and returned the Monday following the event.
 2. To schedule barricade pick up, call **(913) 573-5400**.
 3. Applicant should bring the Block Party Permit with him or her to pick up the barricades.
 - ii. The Public Works Department can deliver and pick up barricades for the applicant. This service costs \$50.00 and will be deducted out of the barricade security deposit. To arrange the delivery of the barricades, call **(913) 573-5400**.
 - c. All barricades used for block parties must conform to the most current requirements of the federal Manual on Uniform Traffic Control Devices for Type III barricades.
8. Prohibited activities
 - a. No alcoholic beverages will be consumed in the public view.
 - b. No fireworks will be used in the street.
9. Denial of Permit
 - a. The Public Works Department reserves the right to deny block party permits at its discretion for, but not limited to, the following reasons:
 - i. The applicant is not a resident of the block to be closed
 - ii. The proposed block party is on an arterial street (see Appendix A: Arterial Streets on Which Block Parties Are Prohibited)
 - iii. The proposed block party will unduly interfere with the flow of traffic due to the closure of other nearby streets or other reasons
 - iv. Previous law enforcement contact.
 1. Applicants who have had contact with law enforcement due to violence during previous block parties will be denied.
 2. Applicants who have had contact with law enforcement due to non-violent violations during previous block parties may be denied at the discretion of the Public Works Department.
 - v. An applicant has failed to comply with block party policies in previous block parties
 - vi. When a block has had more than three block parties in a calendar year, the Right of Way Manager may deny further permits in the same year in its discretion.
 - vii. The block party is not in the best interests of the community's health or safety.
 - b. Applicants whose permits are denied will be informed of the reason in writing within 10 business days of receipt of the application.
 - c. The Police Department may revoke a Block Party Permit during an event if it determines that revocation is necessary for public safety or public peace and order.
10. Liability
 - a. The permit applicant shall be liable for all losses, damages, or injuries sustained by any person, whether a participant or spectator at the block party or recreational event, whether or not said losses, damages, or injuries arise by reason of the negligence of the person, persons, or organization to whom such permit shall have been issued. The applicant shall agree to save and hold the Unified Government harmless of and from any and all obligations and liabilities which may arise from the temporary street closing which represents the subject matter of the application.

Block Party Application and Agreement

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Event Description: _____

Date of Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example "Ann Avenue from 6th Street to 7th Street): _____

____ Yes, I am a resident of this block _____ No, I am not a resident of this block

Approximate dates of previous block party permit applications in the last 5 years: _____

Has law enforcement responded to any block parties that you have previously hosted?

____ No _____ Yes If yes, please explain: _____

CERTIFICATION

I have read the Unified Government Block Party policy and I understand it. I agree to follow the requirements and conditions contained in the policy. The information that I have submitted in this application is true and accurate. I understand that if I do not follow the requirements and conditions of the Block Party Policy or if any of the information I have provided is false that my Block Party Permit will be VOID.

Signature of Applicant

Date

HOLD HARMLESS AGREEMENT

I have requested permission to hold a Block Party on the above dates in the above location. I agree to hold the UG harmless, indemnify and exculpate the UG from any and all claims, costs, liabilities, damages, expenses, suits and judgments of any nature whatsoever arising out of or in connection with the Block Party described above. I agree to comply with all applicable law. I understand that the UG retains the right to revoke the Block Party permit immediately and at any time if any member of the Police Department or other properly constituted authority determines such revocation to be in the best interest of the public safety or public peace and order, or if I or a participant or onlooker of the block party fails to comply with applicable policy and law.

Signature of Applicant

Date

Block Party Petition Form

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Event Description: _____

Date of Event: _____

Scheduled Hours of Event (Must be between 9:00 am and 10:00 pm): _____

Street to be closed (Example “Ann Avenue from 6th Street to 7th Street):

[illegible]