



Public Works and Safety Committee
Standing Committee Meeting Agenda
Monday, July 24, 2017
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 July 24, 2017 Agenda**
- III.** **Approval of standing committee minutes from May 22, 2017.**
- IV.** **Measurable Goals**
- V.** **Committee Agenda**

Item No. 1 - GRANT: VICTIMS OF CRIME ACT (VOCA)

Synopsis: Request permission to apply for and accept the FY18 Federal Victims of Crime Act (VOCA) grant in the amount of \$270,672 to fund salaries and benefits for four full-time staff, office training, office supplies, and emergency assistance for victims, submitted by Kristen Czugala, Victim Services Unit/Police Dept. The grant period runs October 1, 2017 - September 30, 2018. A 20% match is required which will consist of in-kind services and funds already included in the budget.

It is requested that this item be fast tracked to the July 27, 2017 full commission meeting due to it being time sensitive.

Tracking #: 171203

Item No. 2 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN – ESF #10 - OIL AND HAZARDOUS MATERIALS RESPONSE

Synopsis: Request approval of proposed revisions to Section ESF 10 - Oil and Hazardous Materials Response of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Tracking #: 171207

Item No. 3 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN – ESF #5 - EMERGENCY MANAGEMENT

Synopsis: Request approval of proposed revisions to Section ESF 5 – Emergency Management of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Tracking #: 171208

VI. Public Agenda

VII. Adjourn

**PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MINUTES
Monday, May 22, 2017**

The meeting of the Public Works and Safety Standing Committee was held on Monday, May 22 2017, at 5:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Bynum, Chairman; Commissioners Philbrook, Markley, Kane, Johnson; and Jeff Bryant, BPU Board Member. The following officials were also in attendance: Gordon Criswell, Melissa Mundt and Joe Connor, Assistant County Administrators; Casey Meyer, Attorney; Alan Howze, Chief Knowledge Officer; Matt May, Emergency Management Director; Mike Tobin, Deputy Director of Public Works; and Chief Terry Ziegler, Kansas City Kansas Police Department.

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 March 20, 2017. **On motion of Commissioner Philbrook, seconded by Commissioner Kane, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 171132...PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN – ESF 3

Synopsis: Request approval of proposed revisions to Section ESF 3 – Public Works and Engineering of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Matt May, Emergency Management Director, said as we have been doing, we're bringing you the Public Works segment of the Emergency Operations Plan that we are revising. This one had some particular challenges. It's a big piece. I always like to remind Public Works that they have

big responsibilities in disaster, even though they sometimes don't think that way. They just think this is our daily business, but it's really important. We were able to go through it a lot.

Were there any specific questions? You guys are kind of getting used to this flow.

Chairman Bynum said my only specific question is I take it you've worked hand-in-hand with Public Works to develop it. **Mr. May** said I think there were three separate meetings with Public Works, an unusually high number compared to some of the other ESFs. I was going to say I know Mr. Tobin's behind me.

Chairman Bynum said the only reason I ask is because I remember so clearly all the tremendous work Public Works did when we had the 2003 tornado. **Mr. May** said absolutely. **Chairman Bynum** said it was non-stop. It seemed constant and 24/7 almost to me to clean that up. That's what I think about when I think about Public Work's role in an Emergency Operations Plan.

Mr. May said it absolutely is a huge role. Like I said, in my experience in working with Public Works departments, they sometimes don't see it that way. They see it as their regular doing business. We're just getting the job done.

I would tell you they're an integral part in getting back on our feet, getting back restored to normal. That's usually the first signs people look for. How do we get all this stuff that's spread everywhere into piles, sorted out, taken care of appropriately. To that end, we're actually going to redo the debris management annex which I don't have ready, but I will when I bring the full plan to you. We will have that ready to go.

You'll see some elements of it in ESF 3. You'll see it referenced in ESF 3. That document we're still working through some details on, but we're going to get that done and ready to prepare to show it to you before we close out the whole County Emergency Operations Plan process.

Commissioner Philbrook asked I would just like to ask Mr. Tobin, are you happy with the revisions and everything. Come forward; give us your approval since you have to work with all of this. **Mike Tobin, Deputy Director of Public Works**, said yes we are Commissioner. We've been involved, and I can attest to all of the meetings that we've had that Matt brought us into. Working with the two staffs, we're very much on board and want to be, and continue to be, an integral part of the Emergency Management Plan. **Commissioner Philbrook** said this a great

working group, I'm taking you both are happy, so that's hard for me to be unhappy about when everybody's working together.

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

Item No. 2 – 171133...UPDATE: POLICE BODY CAMERAS

Synopsis: Update by the Police and Legal Departments on development of procedures for Police body cameras, submitted by Alan Howze, Chief Knowledge Officer.

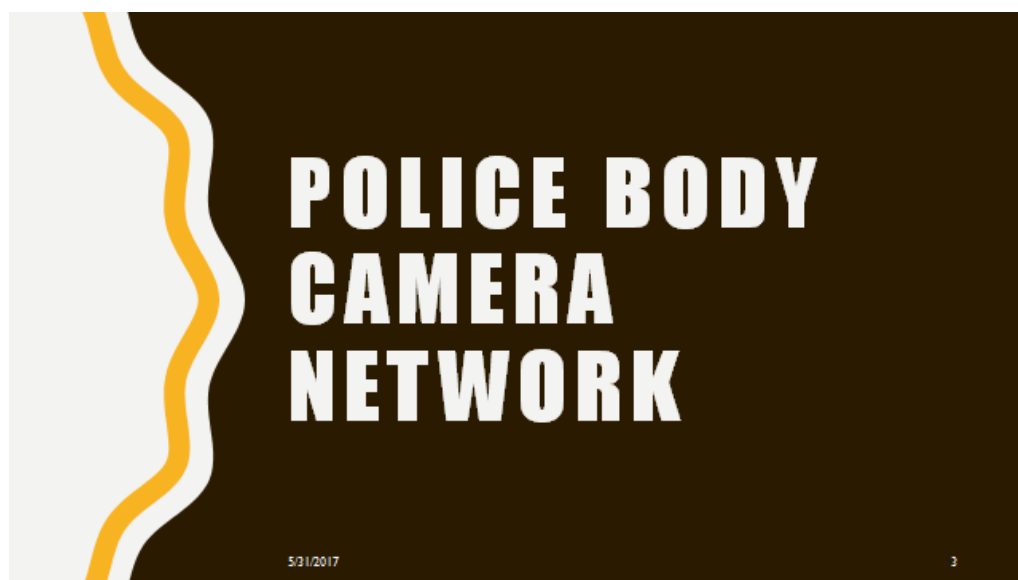
Alan Howze, Chief Knowledge Officer, said thanks for the opportunity to present this evening. I'm going to speak very briefly on the front end of this as a follow up to the briefing that we provided last month, the end of last month, on the body camera network. Then, I'll turn it over to the Chief to dive in on the procedure.



There's just three years that we really want to touch on tonight.

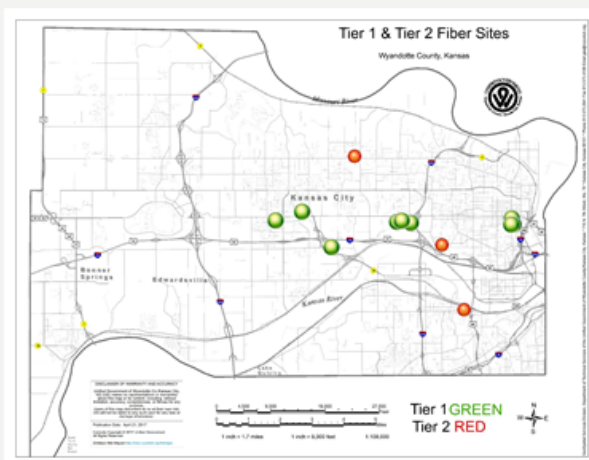


Just, again, to reset what we're talking about when we talk about the Police fiber network.



This is extending fiber connectively to the Police stations in support of the body camera network and, we think, additional operational voice data opportunities as well.

PRIORITY SITES



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The one's in green are the, we call sort of the Tier 1 which means as we go through this they'll be the first to get connected up. The red ones are the Tier 2 sites. They tend to sit a little bit off of sort of the main trunk line. You think of State and Parallel as kind of the main trunk. That's why their Tier 2 sites. We'll get there, but not on the first wave. We've been working closely with PD on the planning for this.

POLICE BODY CAMERA NETWORK

- Update since April 24 Fiber Presentation
 - Fiber Working Group meeting on Tuesday, May 23 from 10am to 2pm
 - Developing detailed network design
 - Developing detailed equipment specifications
 - Developing detailed project plan
- Timeline
 - Fiber network buildout in 2017 / 2018
 - Rollout of body cameras in 2018
- Doj grant – applied in January 2017 for \$347,208; awaiting response

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Just, again, a brief update since we were here last month. Actually, tomorrow morning we have a four hour Fiber Working Group session where we're digging in with Public Works and with our other consultant partners who are actually going to be doing the design work on the network to

figure out how we're putting this together, what the architecture looks like, and really dig into the details as we get ready to go forward and purchase equipment and actually turn over ground.

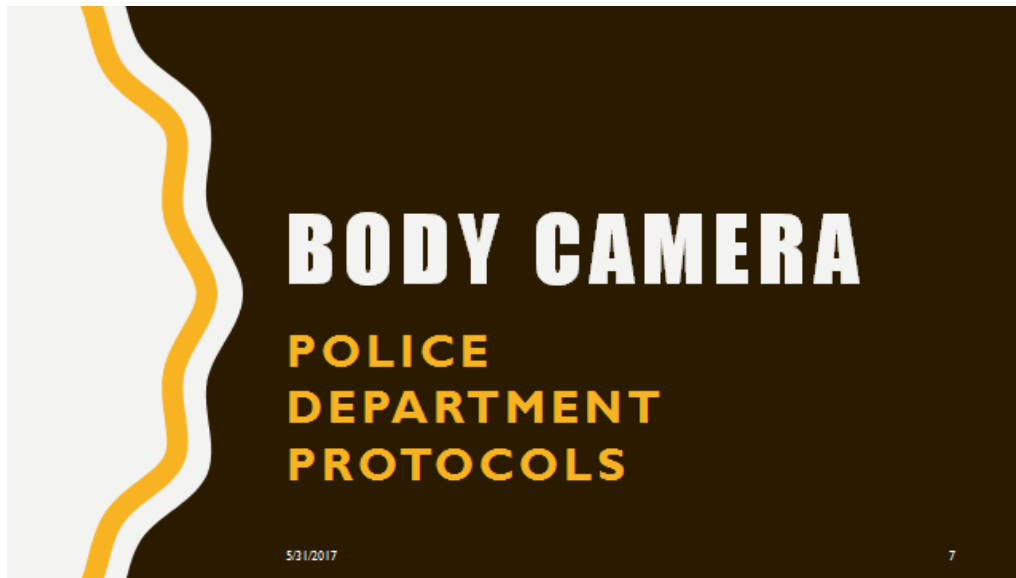
We'll go through the network design, equipment specifications and project planning. In terms of the timeline, we're still looking at network buildout in 2017. Probably that Phase 2, Tier 2, would be in the 2018 timeframe, the rollout of body cameras in that first half of 2018. **Chairman Bynum** asked did you say the Tier 2 would be 2018. Is that what you just said? **Mr. Howze** said it could be. We'll see what the timeline comes in at. Just as a general rule, a rough order, that would be most likely.

In January, we did submit a DOJ grant for body cameras. We haven't heard anything back from that, so just wanted to, again, make awareness for the Commission around that. We have the local fund match that was required as part of the grant through what the Commission had previously appropriated so there's no additional local cost associated to it. We have a grant application out there and we're waiting word from DOJ. No idea when or if that might come back, but just wanted to let you know that that was out there.

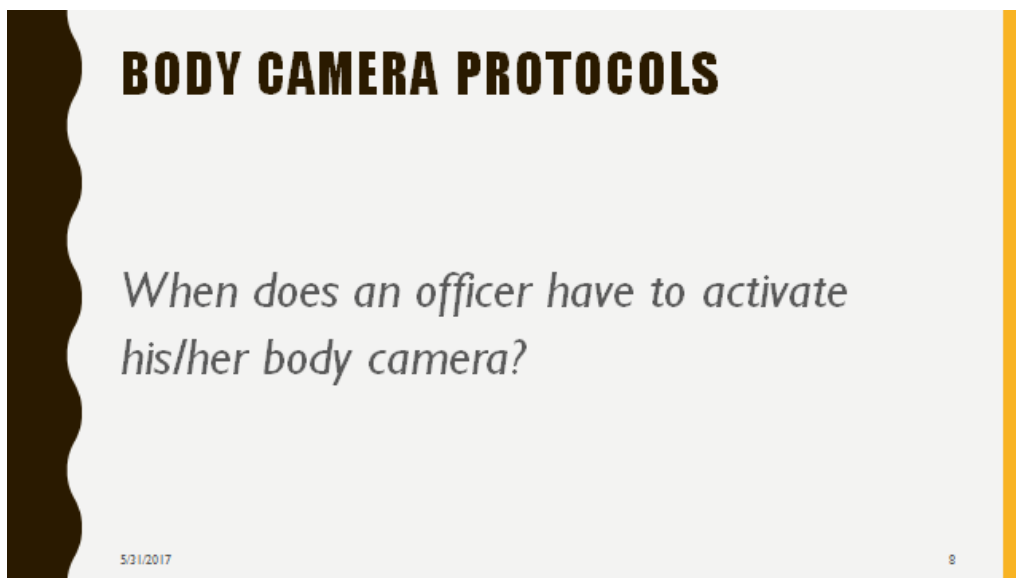


Lastly, as a correlator to this as we got deeper into the body camera, it kicked off a series of conversations. We've actually set up a Video Working Group. We're pulling together Police, Fire, Public Works, Emergency Management, and really looking at what are all these video assets that we have across the organization. What are people either doing currently or thinking about. What are the associated procedure storage requirements, all that.

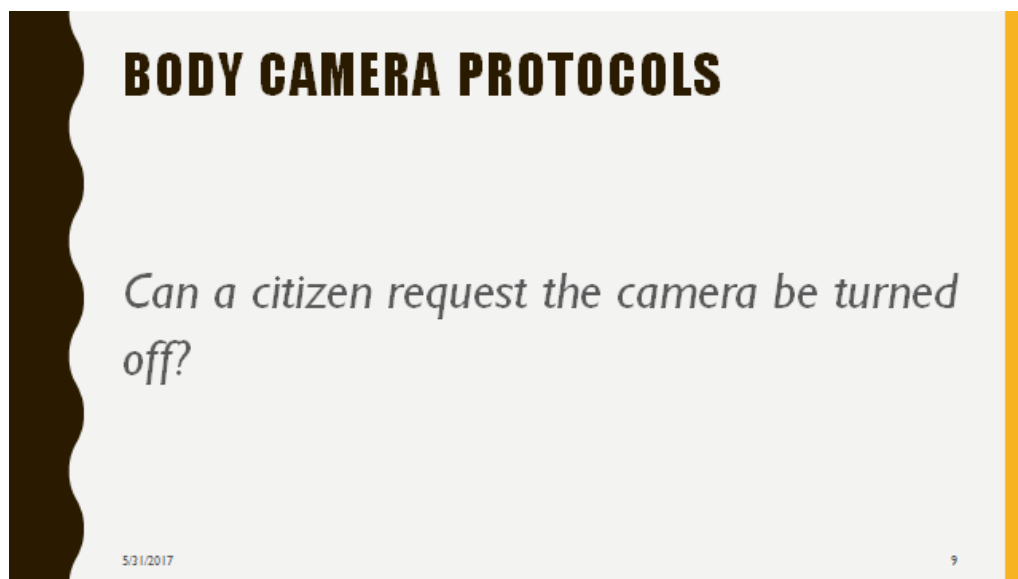
It's really been useful as we've gotten into the body camera project to dig into some of these other areas as well. We can come back and spend more time as this sort of matures. I just wanted to let you know that this was going on in conjunction with the build out of the fiber network. With that, I'll turn it over to the Chief.



Chief Terry Ziegler, Kansas City Kansas Police Department, said I went through and I just put up some questions that people seem to have about the project.



When does an officer have to active his or her body camera? They're going to active it anytime they're on a call for service, or anytime that they're in the middle of a police action, or they have a contact with a citizen they're going to be required to turn the cameras on.



A citizen can request that a camera be turned off, but it's going to be up to the officer, his or her discretion in the end, whether or not they do that. Just because a citizen requests that a camera be turned off, the body camera be turned off, doesn't mean that it's a probably a good idea.

For instance, if we're working a shooting or a robbery and we're talking to people, the officers may want to capture statements and capture what people say for the investigation. If the decision is made to turn the camera off, it will be captured as to why it's being turned off and it's being at the request of the citizen. Then the camera will be turned off at that point.

They do have the option to request. It doesn't necessarily mean that the officer is going to do so. If they do, we're going to document that on the video prior to turning it off. **Commissioner Philbrook** said but it is up to the officer. **Chief Ziegler** said it is up to the officer.

BODY CAMERA PROTOCOLS

Will an officer be allowed to view there body camera video prior to completing reports?

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Will an officer be allowed to view their body camera video prior to completing reports? Yes.

If an officer has a use of force, say they get into a wrestling match or they use the Taser, we want them to look at the video prior to writing their reports. The idea is we want the best, most comprehensive information possible for cases.

Just because they've got a body camera on doesn't necessarily mean that everything is captured. You've got peripheral view that won't be picked up by the camera, depth is not necessarily picked up by the camera. There's some things that the officer will need to explain.

If we have an officer involved shooting, the officer will be allowed to view the video when they give their statement to the Detective Bureau. An officer, if he or she is involved in a shooting, the detectives will take their statement. Once they get done taking the verbal statement they're going to stop, play the video for the officer, and then they'll go in and ask any additional questions they need to clarify what the video captured or what wasn't captured in the video.

Chairman Bynum said sorry to interrupt. The statement first, then view the video. **Chief Ziegler** said yes. Any questions on that?

BODY CAMERA PROTOCOLS

How long will videos be retained by the Police Department?

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How long will videos be retained by the Police Department. You know, this varies. We've been working on — I'll kind of go through these.

If there's no evidentiary value, it's going to be 120 days because it's going to take up space on the server. If it's of no value of all we want to get it off there. Misdemeanor arrests will be one year, unless required to retain longer for the Court or for Legal if they want us to hang on to it. Felony arrests will be three years, or once the case is completely adjudicated. Homicide, death and rape cases are going to be kept indefinitely. Deadly uses of force will be kept indefinitely. Just Police use of force will be kept for three years.

I think that's all I have.

KANSAS OPEN RECORDS ACT

- KSA 45-221(a)(10) provides an exception for public disclosure of "criminal investigation records".
- KSA 45-217 was amended in 2016 to include in the definition of "criminal investigations": "every audio or video recording made and retained by law enforcement using a body camera or vehicle camera".
- KSA 45-254 defines "body camera" and "vehicle camera"
- Body camera: a device that is worn by a law enforcement officer that electronically records audio or video of such officer's activities.
- Vehicle camera: a device that is attached to a law enforcement vehicle that electronically records audio or video of law enforcement officer's activities.

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Casey Meyer, Attorney, said the Kansas Open Records Act will probably address many privacy concerns.

K.S.A. 45-221 already has an exception for public disclosure of criminal investigation records. Last year in 2016, it was amended to include body cam video and vehicle cam video specifically.

In addition to that specific subsection, there are several other subsections that address privacy concerns, whether or not records have to do with medical treatment or psychiatric treatment. Those would all be considered in whether or not body cam video would be released.

This statute also defines body cameras and vehicle cameras. You can see that there. It's pretty specific. It's pretty clear.

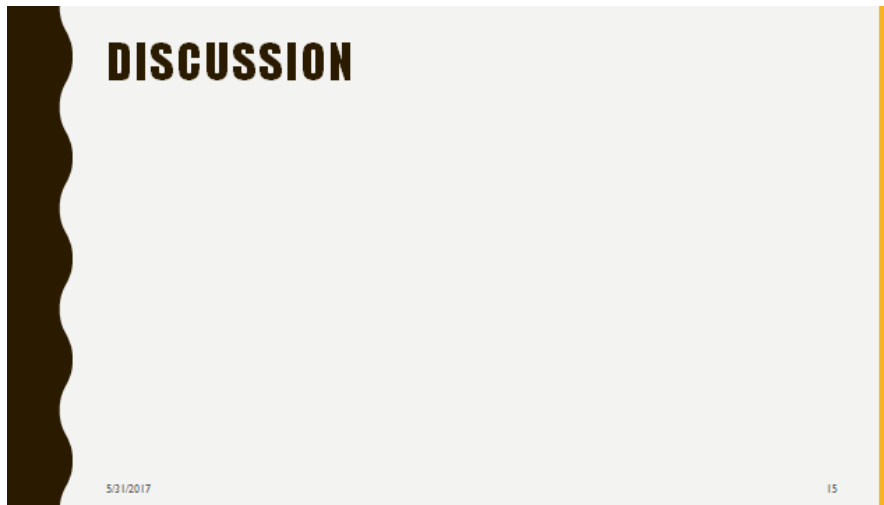
KANSAS OPEN RECORDS ACT
WHO CAN REVIEW THE VIDEO?

- KSA 45-254 provides that the following individuals may request to review a body worn camera or vehicle video and that the agency shall allow the review. A reasonable fee may be charged.
 1. A person who is the subject of the recording.
 2. Parent or legal guardian of a person under 18, who is the subject of the recording.
 3. An attorney for either of the above.
 4. An heir, executor or administrator of a decedent, when the decedent is the subject of the recording.

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In addition, K.S.A. 45-254 provided, and this came out last year, that the following individuals may request to review. This is just to review only. They do not get a copy of the video.

Anybody who is the subject of the recording, a parent or legal guardian of a person under 18 who is the subject of a recording, an attorney for either of those parties, and then an heir, executor, or administrator of a decedent who is the subject of the recording. Generally, subject of the recording is going to be anybody that you can hear on the recording or see on the recording. You can determine if there is a request to review if you want to only allow that person to watch the part of the video in which they are included in it.



That's basically all I have for that.

Chairman Bynum said thank you for all of that. This is all just a discussion and an update on what we heard last month. You've done quite a bit in the 30 days since we last saw you as far as moving all of this forward. Chief, I know that we've had a number of discussions about policy. It sounds like you've done a great deal of work around developing your body camera policy.

Does anybody have any questions or comments on any of this to date? Did I hear you're looking to implement body cameras in early 2018? **Chief Ziegler** said well, I think that the goal is the first quarter of 2018 if everything goes right.

Commissioner Johnson asked what is the range on the Tier 1 and Tier 2 fiber sites. How far does that extend in terms of our capacity? **Mr. Howze** said there will be, essentially, fiber lines running from downtown, from Headquarters, all the way out down State and then likely back up Parallel. We'll form a ring that goes up State and out Parallel. There will be fiber all the way to those stations.

Commissioner Johnson asked the cameras, do they talk back and forth, I'm trying to talk in layman's terms, back and forth to the fiber sites themselves? **Mr. Howze** said part of that will be as we get into the design specifications for the equipment. There are some options as the market has continued to evolve for these, which is does it transmit wirelessly when it gets within a range. Is it a docked camera where at the end of your shift you put it in a dock and it transmits? There are some of those questions that are still open and will be determined by what the PD needs are as well as what the market is offering right now.

Commissioner Johnson said I don't have a concern, I'm just thinking about how far would we be away from a site where we would lose connectivity from where somebody's out in the field versus where the site is itself. **Chief Ziegler** said the plan is, if everything works out right, is that when the cars pull into the substations, the car video will be wirelessly downloaded. It would nice if the cameras will do that.

The cameras may have to be docked. So, we'll have two cameras for each district. When one gets docked, the new officer coming on, they'll take the one that's fully charged and that's already been downloaded. That's one option we have. It kind of depends on the capabilities of the system. We really want the wireless downloading if possible, especially for the cars. We have it at East Patrol now and it works very well.

Commissioner Johnson said that helps me. I guess I was thinking somehow they would be talking to each other while they were out in the field, but they're just recording, then come back, dock it and download it there at the station. **Chief Ziegler** said yes.

Mr. Howze said you could think of the fiber as the back hall, essentially. It's the high capacity pipe that can carry lots of video at one time. As a group of them come off of a shift, as an example, if they all docked where they all came into the station at the same time, it's going to be pulling simultaneous video down from multiple cameras. The fiber provides the capacity to push that back through to where it's centrally housed. **Chief Ziegler** said because all the videos will come back to Headquarters. When they're downloaded — that's why the fiber was so critical.

Chairman Bynum asked any other questions or comments. This was an information item. We really appreciate all of the effort and time that you've put into it. I believe that is the end of this agenda.

Action: For information only.

Chairman Bynum adjourned the meeting at 5:20 p.m.

Adjourn

mls

May 22, 2017



Staff Request for Commission Action

Tracking No. 171203

Full Commission Meeting Date: Fast track to 7/27/17

Committee: Public Works & Safety

Date of Standing Committee Action: 7/24/17

(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
06/30/2017	Kristen Czugala	x5656	kczugala@kckpd.org	Police Department

Item Description:

The KCKPD Victim Services Unit has been sustained by the VOCA Grant since 1999. In FY 2017, VOCA provided \$247,820 in grant funds to the VSU. The proposed budget for FY 2018 requests \$270,672 in grant funds. This budget is similar to the budget approved for FY 2017 and includes an increase for the reconfiguration of the VSU's Office space to improve privacy and safety and to accommodate accurate salary and fringe benefits. This grant pays for salaries and benefits for 4 fulltime staff, training, office supplies, and emergency assistance for victims such as door locks, door and window repair or replacement, and emergency shelter. The VOCA grant requires a 20% Match, of which all match dollars are utilizing existing sources and no additional funds are requested from the UG. The application was posted on June 28, 2017 and is due August 10, 2017. The grant period runs October 1, 2017 – September 30, 2018, however, awards are not usually announced until mid-November.

Approval of the match items at \$68,352 for a total fund request of \$339,024. \$45,543 in cash match will come from existing personnel and fringe expenses, and other expense line items that have already been committed by the PD (office supplies, postage, software contract, etc). \$22,809 of the match funds are in-kind from the fair market value of the square footage of the VSU space. All match funds are utilized from already existing sources, and no additional dollars are being requested from the UG.

Action Requested:

Permission to apply for and accept the VOCA FY 2018 Grant award to continue sustaining the Victim Services Unit

Budget Impact: (if applicable)

Amount: \$68,352.00

Source:

Included In Budget: Police Department Operating Budget - \$45,543

Other (explain): In-kind - \$22,809

Attachments List:

2018 VOCA Working Budget, 2018 VOCA Solicitation

FY 2017 PROGRAM BUDGET – INCOME

SOURCE:	AMOUNT:	STATUS:	DATE:
Unified Government of WyCo/KCK-cash	\$ 33,844	Committed	9-15-2016
Unified Government of WyCo/KCK – In-kind	\$ 28,111	Committed	9-15-2016
VOCA-GOV	<u>\$ 247,820</u>	Requested	9-15-2016
	\$ 309,775		

FY 2018 PROGRAM BUDGET - INCOME

SOURCE:	AMOUNT:	STATUS:	DATE:
Unified Government of WyCo/KCK-cash	\$ 45,543	Committed	9-xx-2017
Unified Government of WyCo/KCK – In-kind	\$ 22,809	Committed	9-xx-2017
VOCA-GOV	<u>\$ 270,672</u>	Requested	9-xx-2017
	\$ 339,024		

PERCENT OF TIME DEDICATED BY PRIORITY AREA

Sexual Assault: 15%
Domestic Violence: 35%
Child Abuse: 10%
Underserved: 40%

Czugala (90% VOCA): SA = 30%, DV = 10%, CA = 10%, US = 50%

Medina (90% VOCA): SA = 10%, DV = 20%, CA = 10%, US = 60%

Moore (90% VOCA): SA = 10%, DV = 40%, CA = 10%, US = 40%

Gordillo (100% VOCA): SA = 10%, DV = 70%, CA = 10%, US = 10%

Hatchett (VOCA Match Hours): SA = 10%, DV = 10%, CA = 10%, US = 70%

Volunteers: SA = 10%, DV = 70%, CA = 10%, USV = 10%, USNV = 0%

BUDGET NARRATIVE EXPENSES – VOCA FY 2017

Line Item	Purpose	Location	Computation	Request
FEDERAL PERSONNEL:				
Program Supervisor (E) (Czugala) 75% VOCA Federal	Supervise staff and oversee program, provide direct services to victims and complete VOCA required reports		Salary: 10/1/17 to 9/30/18 \$4,921/mo x 3 mos x 75% \$5,147/mo x 9 mos x 75%	\$48,815
Advocate 1 (E) (Medina) 75% VOCA Federal	Provide direct advocacy services to crime victims including 24/7 on-call rotation, initial contact, bi-lingual Spanish/English		Salary: 10/1/17 to 9/30/18 \$3,363/mo x 3 mos x 75% \$3,498/mo x 9 mos x 75%	\$31,179
			Overtime: 10/1/17 to 9/30/18 3hrs/wk x (29.10hr x 13 wks + 30.27/hr x 39wks) x 75%	\$3,507
Advocate 2 (E) (Moore) 75% VOCA Federal	Provide direct advocacy services to crime victims including 24/7 on-call rotation, initial contact		Salary: 10/1/17 to 9/30/18 \$3,363/mo x 3 mos x 75% \$3,498/mo x 9 mos x 75%	\$31,179
			Overtime: 10/1/16 to 9/30/17 3hrs/wk x (29.10hr x 13 wks +30.27/hr x 39 wks) x 75%	\$3,507
PFA Advocate (E) (Gordillo) 100% VOCA Federal	Assist victims seeking protection orders including screening, safety planning and lethality assessments. (New Position)		Salary: 10/1/16 to 9/30/17 \$3,271/mo x 3 mos \$3,432,/mo x 9 mos	\$40,701
			TOTAL FED PERSONNEL (includes OT for Advocates)	\$158,888
Match Personnel:	(Police Services Budget)			
Program Supervisor (E)	Employer's Share		10/1/17 to 9/30/18 \$4,921/mo x 3 mos x 15% \$5,147/mo x 9 mos x 15%	\$9163-
Advocate 1 (E)	Employer's Share		10/1/17 to 9/30/18 \$3,363/mo x 3 mos x 15% \$3,498/mo x 9 mos x 15%	\$6235
Advocate 2 (E) (Moore)	Employer's Share		10/1/17 to 9/30/18 \$3,363/mo x 3 mos x 15% \$3,498/mo x 9 mos x 15%	\$6235

Program Aide (E) (Hatchett)	Provides Services to Underserved Non-Violent Crime Victims	10/1/17 to 9/20/18 \$1,113/mo x 3 mos x 50% \$1,158/mo x 9 mos x 50%	\$6,881
		Total Match Personnel	\$28,514
FEDERAL FRINGE BENEFITS: FICA 1 & 2	Employer's Share Czugala	TOTAL FED & MATCH PERSONNEL	\$187,402
		\$48,815 x 7.65%	\$3,735
	Medina	\$34,686 x 7.65%	\$2,653
	Moore	\$34,686 x 7.65%	\$2,653
	Gordillo	\$40,701 x 7.65%	\$3,114
Unemployment	Employer's Share Czugala	\$48,815 x .10%	\$49
	Medina	\$34,686 x .10%	\$35
	Moore	\$34,686 x .10%	\$35
	Gordillo	\$40,701 x .10%	\$40
KPERS	Employer's Share Czugala	\$48,815 x 8.46%	\$4,130
	Medina	\$34,686 x 8.46%	\$2,934
	Moore	\$34,686 x 8.46%	\$2,934
	Gordillo	\$40,701 x 8.46%	\$3,444
Health Insurance	Czugala: 2017 & 2018: Family HSA	2017: \$1,172/mo x 75% x 3 mos + 2018: \$1,348 x 75% x 9 mos	\$11,736
Employer's share for coverage for medical, dental, & vision: includes \$3/month for Std Life Insurance	Medina: Single HSA	2017: \$503/mo x 75% x 3 mos + 2018: \$579 x 75% x 9 mos	\$5,040
	Moore: 2017: Single HSA 2018: Family HSA	2017: \$503/mo x 75% x 3 mos + 2018: \$1,348 x 75% x 9 mos	\$10,230
	Gordillo: Single HSA	2017: \$503/mo x 3 mos + 2018: \$579 x 9 mos	\$6,720
		TOTAL FEDERAL FRINGE	\$59,482

Match Fringe Benefits: FICA 1 & 2 Unemployment KPERs Hatchett Health Insurance	(Police Services Budget) Employer's Share Czugala		\$9,163 x 7.65%	\$701
	Medina		\$6,236 x 7.65%	\$477
	Moore		\$6,236 x 7.65%	\$477
	Hatchett Employer's Share		\$6,881 x 7.65%	\$526
	Czugala		\$9,163 x .10%	\$10
	Medina		\$6,236 x .10%	\$6
	Moore		\$6,236 x .10%	\$6
	Hatchett		\$6,881 x .10%	\$7
	Employer's Share Czugala		\$9,163 x 8.46%	\$774
	Medina		\$6,236 x 8.46%	\$528
	Moore		\$6,236 x 8.46%	\$528
	Czugala: 2017 & 2018: Family HSA		2017: \$1,172/mo x 15% x 3 mos + 2018: \$1,348 x 15% x 9 mos	\$2,347
	Medina: Single HSA		2017: \$503/mo x 15% x 3 mos + 2018: \$579 x 15% x 9 mos	\$967
	Moore: 2017: Single HSA 2018: Family HSA		2017: \$503/mo x 15% x 3 mos + 2018: \$1,348 x 15% x 9 mos	\$2046
			Total Match Fringe	\$9,400
			TOTAL FED & MATCH FRINGE	\$68,882
FEDERAL TRAVEL & TRAINING Conferences/Workshops	2017 Kansas Crime Victims' Rights Conference for 3 staff members	Topeka, KS	Registration with preconference \$175 x 3 staff, tolls \$6 x 3 days x 2 cars + \$6 x 1 day x 1 car, hotel \$105 x 3 nights x 1 staff, Meals \$51 x 4 days first and last at 75%, (-2 lunches/day - \$24) x 1 staff	\$1,037

(Advanced Conferences)	KAVA- Advocate 2	TBD	Registration \$225 + Hotel \$100x 5 nights + Meals \$51 x 6 days, first and last at 75% + mileage \$.53 x 275 (-1 lunch for \$12)	\$1,089
	NOVA – National Organization for Victim Assistance Conference – 2 Staff	TBD, August 2017	Registration \$370 + Hotel \$205 x 5 nights + meals \$71 x 6 days, first and last at 75% + airfare \$450 x 2 staff	\$4,472
	Conference on Crimes Against Women – 2 Staff	Dallas, TX May 2017	Registration \$500 + Hotel \$175 x 4 nights + meals \$64 x 5 days, first and last at 75% + airfare \$400 x 2 staff	\$3,776
	Advanced Domestic & Sexual Violence Training – 2 Staff	Las Vegas, NV	Registration \$475 + Hotel \$102 x 6 nights + meals \$64 x 6 days, first and last at 75% + airfare \$450 x 2 staff	\$3,778
	Domestic Violence Spanish Interpretation Class – PFA Advocate	Kansas City, MO	Registration \$450	\$450
FEDERAL SUPPLIES & COMMUNICATION			TOTAL FEDERAL TRAVEL & TRAINING	\$14,602
Printing*	English and Spanish Resource Cards to provide to victims and for promotional awareness		1,000 cards at \$210 x 15	\$3,150
	English and Spanish Brochures to provide to victims and for promotional awareness		1,000 brochures at \$205 x 15	\$3,075
Office Supplies	Paper, pens, pencils, ink, etc.		\$250/month x 75% x 12 months for Program Supervisor, Advocates 1 & 2 +	\$2,250
			\$150/month x 12 months for PFA Advocate (100% VOCA funded – high printing volume required)	\$1,800
R/Client Software	Data system to input victim information, retrieve report numbers and		\$900/year x 75%	\$675

	services. This was previously funded through another grant that ended in December 2013.			
Match Supplies and Communication R/Client Software	(Police Services Budget) Data system to input victim information (see above)		TOTAL FEDERAL SUPPLIES AND COMMUNICATION	\$10,950
			\$900/year x 25%	\$225
Office Supplies	Paper, pens, pencils, ink, etc.		\$250/month x 25% x 12mos	\$750
Postage*	Letters to victims		800 letters/month x 12mos x \$.49/letter	\$4,704
			Total Match Supplies	\$5,679
			TOTAL FEDERAL & MATCH SUPPLIES & COMMUNICATION	\$16,629
Match Facilities Cost Rent – (Fair Market value)	Office space, utilities, janitorial services		\$2,112/month x 12 mos x 90% (\$12/sf/yr at 2,112 sf)	\$22,809
			Total Match Facilities	\$22,809
FEDERAL CONTRACTUAL Reconfigure VSU office and victim waiting space to improve safety and privacy for victims	Reconfigure VSU space in order to contain entire space inside secure doors/walls.		\$10,000 for reconfiguration of existing space, \$2,000 for electrical work, \$1,000 for carpet installation (new waiting area is half tile) x 75%	\$9,750
			Total Federal Contractual	\$9,750
Match Contractual Reconfigure VSU office and victim waiting space to improve safety and privacy for victims	Reconfigure VSU space in order to contain entire space inside secure doors/walls.		\$10,000 for reconfiguration of existing space, \$2,000 for electrical work, \$1,000 for carpet installation (new waiting area is half tile) x 15%	\$1,950
			Total Match Contractual	\$1,950
			TOTAL FEDERAL & MATCH CONTRACTUAL	\$12,350

FEDERAL OTHER COSTS				
Direct Assistance to Victims for Immediate Health and Safety* Emergency Transportation	For Victims to get to and from criminal justice/advocacy appointments including Forensic Interviews for child abuse victims		\$1.50 per pass x 2,000 passes = \$3,000 + \$50/taxi ride (to Sunflower House) x 4/month x 12 mos = \$2,400	\$5,400
Crisis Intervention supplies	Emergency supplies to provide victims at crime scenes or when in crisis at our office. Items include Kleenex, water, blankets, single meals, etc. – To be purchased as needed		\$100/month x 12 months	\$1,200
Advocacy Books for Victims	Pre-printed books for Homicide Survivors. Information about secondary victimization, coping with trauma, and healing.		100 books at \$9.50/book	\$950
Emergency Safety and Shelter	Repairs for broken doors and windows damaged by victim's abuser, hotel room for a victim and children if shelters are full and the abuser has access to the victim's home.		\$600/emergency x 12	\$7,200
	Replace locks for doors where abuser still has the key and is easily entering the home to commit more crimes. Hire a local locksmith to install/rekey locks.		\$150/emergency x 15	\$2,250
			TOTAL FEDERAL OTHER COSTS	\$17,000
			TOTAL FEDERAL	\$270,672
			Total Match	\$68,352
			GRAND TOTAL	\$339,024



Governor's Grants Program

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FEDERAL VICTIMS OF CRIME ACT GRANT

**Fiscal Year 2018
Grant Solicitation**

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m., AUGUST 10, 2017
ON THE GRANT PORTAL**

**For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205.**

Federal Victims of Crime Act Victim Assistance Grant Guidelines

Grant Program Criteria and Grant Fund Use

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under the Federal Victims of Crime Act (VOCA) Victim Assistance grant program as established by 42 U.S.C. §10601 *et seq.* and amendments thereto. The VOCA grant program is funded from the Crime Victims Fund, generated by Federal criminal fines, penalties, and assessments.

- The Kansas Governor's Grants Program (KGGP) establishes policies and procedures for the VOCA Victim Assistance grant program, consistent with the requirements of the Federal VOCA Program Guidelines. The KGGP has the discretion to be more restrictive.
- In August 2015, the KGGP, with the assistance of a VOCA Planning Committee, developed a Strategic Plan (hereinafter "Strategy") to provide guidance for priorities in the administration of this federal VOCA program. Applicants should review the [Kansas Victims of Crime Act Strategic Plan](#) in its entirety and consider how the proposed VOCA project fits into the described goals and objectives. **Applications that clearly support the priorities, goals, and objectives of the Strategy will take precedence to the extent feasible when subgrant awards are determined.**
- VOCA funds are to be used by eligible public agencies, nonprofit, community, and faith-based organizations to provide direct services to crime victims. The KGGP has sole discretion for determining which organizations will receive funds and in what amounts, as long as the applicants meet the requirements of the Federal VOCA Program Guidelines and those set by the KGGP.
- For the purpose of this grant program, direct services are defined as those that (1) respond to the emotional, psychological, or physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; or (4) restore a measure of safety for the victim. A "crime victim" is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- A victim of a federal crime is a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.
- Direct services (1) must be provided to victims of federal crime on the same basis as to victims of crimes under State or local law; (2) must be provided regardless of a victim's participation in the criminal justice process; and (3) shall not be dependent on the victim's immigration status.

- Current VOCA subgrantees that are in good standing with grant compliance requirements will be given priority in receiving grant awards. In addition, priority will be given to applicants that provide on-going direct services to victims of crime.
- Priority shall be given to victims of adult sexual assault, domestic violence, and child physical and sexual abuse. Thus, a minimum of 10 percent of each federal fiscal year's grant (30 percent total) will be allocated to each of these categories.
- An additional 10 percent of each federal fiscal year's grant will be allocated to victims of violent crime (other than the "priority" category victims stated in the previous bullet) who were "previously underserved." These underserved crime victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation, fraud, or elder abuse.
- Domestic violence includes intimate partner violence.
- Victim of child abuse is a victim of crime, whereas such crime involved an act or omission considered to be child abuse under Kansas law. Victims of child abuse may include, but are not limited to, child victims of physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.
- Elder abuse is the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
- Applicants are also encouraged to identify gaps in available services by victims' demographic characteristics. For example, in a given community, "underserved" crime victim populations may be best defined according to their status as senior citizens, non-English speaking residents, persons with disabilities, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.
- The KGGP may award VOCA funds to organizations that are physically located in an adjacent State, when there is an efficient and cost-effective mechanism available for providing services to victims who reside in Kansas. When grant awards are made to organizations in an adjacent State, the amount of the grant award must be proportional to the number of Kansans to be served by that organization.

Kansas Available Funding

Applicants should be aware that Kansas received a substantial increase to the VOCA grant program two years ago, that continues to make funds available for service expansion. To maximize the use of these funds and ensure access to services for all crime victims across the state, organizations are strongly encouraged to engage community partners in identifying gaps,

developing collaborative partnerships, and creating innovative ways to reach underserved populations of crime victims. Where multiple applications are received from the same community, it will be critical that the applicants can demonstrate communication and planning to ensure proposed projects would complement one another and do not duplicate services. In addition, consider the benefits of regional projects to enhance collaboration, share personnel, and optimize match resources.

Eligibility Criteria

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each applicant shall meet the following requirements:

- 1. Public Agency, Nonprofit, Community, or Faith-Based Organizations.** Applicants must be operated by public agencies, nonprofit, community, or faith-based organizations, or a combination of such organizations and must provide services to crime victims.
- 2. Record of Effective Services.** Applicants must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner and financial support from other sources.
- 3. New Organizations.** Applicants that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 50 percent or more of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
- 4. Applicant Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-kind) of the total cost of each VOCA grant project (VOCA funds plus match) are required for each VOCA-funded grant project and must be derived from non-federal sources except as provided in the [Federal OJP Financial Guide](#) effective edition. **All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant project period.** The match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the Federal Office for Victims of Crime and the KGGP.

Example:	Total Grant Project Cost	= \$50,000
	80% Federal Share	= \$40,000
	20% Non-Federal Match	= \$10,000

For purposes of this grant program, in-kind match may include donations of expendable equipment and office supplies, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project and if they would

otherwise meet the criteria for federal funding approval under this program. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the local labor market. In either case, fringe benefits may be included in the valuation. Volunteer hours utilized as match must be hours spent providing eligible direct victim services or other activities specifically allowable under the VOCA grant program. In instances where a volunteer is considered to be on-call but able to go about their personal daily routine until receiving a request for services, only those hours spent responding to a call shall be applicable toward match. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. **The KGGP has the authority to require a subgrantee to provide a non-federal cash match instead of an in-kind match.**

a. Record Keeping for Match Requirements. Records must be maintained that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the organization for its own paid employees.

b. Exceptions to the 20 Percent Match.

i. Native American Tribes/Organizations Located on Reservations. American Indian tribes/organizations located on reservations are exempt from any match requirement. For the purpose of this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.

ii. The match requirement may be waived if extraordinary need is documented and submitted to the KGGP by the applicant and approved by the Federal Office for Victims of Crime and the KGGP.

5. Volunteers. Volunteers must be used unless the KGGP determines there is a compelling reason to waive this requirement. Agency staff and board members **cannot** be used as volunteer time for this purpose. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The applicant is responsible for providing in the grant application the documentation and reasons why volunteers cannot be used. This

documentation should include, when applicable, a statutory cite that prohibits use of volunteers.

- 6. Promote Community Efforts to Aid Crime Victims.** Applicants must promote within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- 7. Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, checking on claim status, and/or providing a referral to a resource that will effectively provide these services.
- 8. Comply with Federal Rules Regulating Grants.** Applicants must be in compliance with the applicable provisions of VOCA, the program guidelines, and the requirements of the [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable VOCA victim services; client files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- 9. Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the KGGP; and permit reasonable access to its books, documents, papers, and records to determine whether the organization is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- 10. Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the KGGP including, but not limited to, submitting financial, statistical, and programmatic information on the use and impact of VOCA funds.
- 11. Services to Victims of Federal Crimes.** Applicants must provide services to victims of federal crimes on the same basis as victims of state and local crimes.
- 12. No Charge to Victims for VOCA-Funded Services.** Applicants must provide services to crime victims, at no charge, through the VOCA-funded grant project. Any deviation from the provision requires prior approval by the KGGP.

The purpose of the VOCA Victim Assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.

- 13. Program Income.** Applicants must have the capability to track grant project program income in accordance with federal financial accounting requirements. All VOCA-funded grant project program and match income, no matter how large or small, is restricted to the same uses as the VOCA grant project. Applicants must have specific approval from the KGGP prior to earning program income.

Grant project program income can be problematic because of the required tracking systems needed to monitor VOCA-funded income and ensure that it is used only to make additional services available to crime victims. For example, VOCA often funds only a portion of a counselor's time. Accounting for VOCA grant project program income generated by this counselor is complicated, involving careful record keeping by the counselor, the organization, and the KGGP.

- 14. Confidentiality and Non-Disclosure of Confidential or Private Information.** Applicants must reasonably protect the confidentiality and privacy of persons receiving VOCA services. VOCA recipients shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected, without the informed, written, reasonably time-limited consent of the person about whom information is sought. Consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

If release of information described above is compelled by statutory or court mandate, the VOCA recipient shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of information.

Applicants shall not require a crime victim to provide a consent to release personally identifying information as a condition for the receipt of VOCA-funded services. Further, nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

- 15. Confidentiality of Statistical and Research Information.** Except as otherwise provided by federal law, no organization receiving monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Research and statistical information identifiable to any specific private person and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Victims of Crime Act of 1984 codified at 42 U.S.C. §1060(d).

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victims' services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal a state's existing law governing the disclosure of information that is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Haldermann, et al., 451 U.S. 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service grant project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

Eligible Organizations

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, nonprofit, community, or faith-based organization, or a combination of such agencies or organizations, to be eligible to receive VOCA funding. Eligible organizations include, but are not limited to, victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, community and faith-based organizations, and other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations, other public agencies, nonprofit, community, and faith-based organizations have components that offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victim services. These organizations include, but are not limited to, the following:

- 1. Criminal Justice Agencies.** Agencies such as law enforcement organizations, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive VOCA funds to help pay for victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that exceed a law enforcement official's normal duties.

Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime and follow-up activities may not be paid for with VOCA funds.

2. **Faith-Based Organizations.** Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
3. **Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups, and/or other types of victim services. In addition, the KGGP may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination. **State law requires counties where the alleged offense occurs to be responsible for the cost of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).**
4. **Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims.

Ineligible Organizations

Some public agencies, nonprofit, community, and faith-based organizations that offer services to crime victims are not eligible to receive VOCA Victim Assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies.** This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subgrantees of VOCA Victim Assistance funds.
2. **In-Patient Treatment Facilities.** This includes facilities that provide treatment to individuals with drug, alcohol and/or mental health-related conditions.

Allowable Direct Services, Activities, and Costs

The following is a list of services, activities, and costs that are eligible for support with VOCA funds:

- a. **Immediate Health and Safety.** Those services that respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention;

accompaniment to hospitals for medical examinations; hotline counseling; safety planning; emergency food, clothing, transportation, and shelter; and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as replacing broken windows and replacing or repairing locks.

Emergency shelter may also include short-term in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed, as well as short-term nursing-home, adult foster care, or group-home placement for adults for who no other safe, short-term residence is available.

The term *immediate* for purposes of VOCA funding is intended to include those services that meet emergency victim needs for which other alternative sources of payment will not be available quickly enough to meet the victims' needs, typically within 48 hours. Agencies must ensure that victim compensation or the victim's health insurance, Medicaid, or other health care funding source cannot be made available to meet the emergency needs.

- b. Personal Advocacy and Emotional Support.** Those services that provide personal advocacy and emotional support, including working with a victim to assess the impact of the crime; identification of the victim's needs; case management; management of practical problems created by the victimization; identification of resources available to the victim; provision of information, referrals, advocacy, and follow-up contact for continued services as needed; and traditional, cultural, and/or alternative therapy/healing, such as art therapy and trauma-sensitive yoga.
- c. Mental Health Assistance.** Those mental health counseling and care services and activities that assist crime victims and/or victims' family members in understanding the dynamics of victimization and in stabilizing their lives after a crime. This includes outpatient therapy and counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered. Substance-abuse treatment is also allowable when the victim service provider can justify that the treatment is directly related to the victimization.
- d. Peer-Support.** Those activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- e. Assistance with Participation in Criminal Justice and Other Public Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety," other costs associated with helping victims participate in the criminal justice system and other public proceedings arising from the crime also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpretation services for a non-witness victim; child care or respite care to enable a victim to attend activities related to the proceeding; notification to victims regarding trial dates and other key proceeding dates, case

disposition information, and parole consideration procedures; assistance with victim impact statements; assistance with recovery of property retained for evidence; and assistance with restitution advocacy on behalf of the crime victim.

- f. Legal Assistance.** Those services which are reasonable and necessary as a direct result of the victimization. Allowable legal assistance services include those that help the crime victim assert their rights as a victim in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as a victim in such a proceeding; motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization. Specifically, legal assistance might include, but is not necessarily limited to, proceedings for restraining or protective orders; family, custody, contract, housing and dependence matters as they directly relate to the crime; immigration assistance for victims of human trafficking, sexual assault, and domestic violence; intervention with creditors, law enforcement, and other entities on behalf of victims of identity theft and financial fraud; intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of the victimization. Agencies whose primary purpose is to provide emergency legal assistance may apply for this type of service. The KGGP may not consider a grant award for contracting to provide emergency legal services unless good cause is shown why no other emergency legal assistance is available.
- g. Forensic Medical Evidence Collection Examinations.** For victims of a sexually violent crime, forensic medical evidence collection exams are allowable costs only to the extent that other funding sources (such as state compensation, private insurance, or public benefits) are unavailable or insufficient and such exams conform to state evidentiary collection requirements (also refer to number three under Eligible Organizations on page nine of this solicitation). **State law requires counties where the alleged offense occurs to be responsible for the cost of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).** Any forensic medical evidence collection examinations provided under this VOCA program must be conducted by a specially trained Sexual Assault Nurse Examiner and the service provider must provide appropriate referrals to local crisis center services, counseling services, and other types of victim services.
- h. Forensic Interviews.** Victim-centered forensic interviews are an allowable activity to the extent that the results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and the interviewer is properly trained to conduct forensic interviews appropriate to the developmental age and disabilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

- i. **Transportation.** Transportation of victims specifically to receive services and to participate in criminal justice proceedings is allowable.
- j. **Public Awareness and Presentations.** VOCA funds may be used to support awareness and education presentations that are made in schools, community centers, or other public forums and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported with VOCA funds.
- k. **Shelter and Transitional Housing.** Those costs associated with shelter and other transitional housing for crime victims who cannot safely return to their previous housing due to the circumstances of the victimization, and when other financial resources are not available to support such costs. Shelter and transitional housing related costs may include travel, first month's rental assistance (excluding security deposits), first month's utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. VOCA recipients must demonstrate that affordable alternative and rental housing is not available on a case-by-case basis.
- l. **Relocation Expenses.** Those reasonable costs associated with relocating a crime victim outside of the organization's service area when necessary for the crime victim's safety and well-being, including moving expenses, first month's rent, and first month's utilities.
- m. **Special Services.** This includes services to assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assistance in filing for compensation benefits; and helping to apply for public assistance.
- n. **Personnel Costs.** Costs that are directly related to providing VOCA-allowable direct services and supporting activities, such as staff salaries and fringe benefits, including a pro-rated share of liability insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- o. **Supervision of Direct Service Providers.** The KGGP may provide VOCA funds for supervision of direct service providers when it determines that such supervision is necessary and essential to effectively providing direct services to crime victims. For example, the KGGP may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims. The applicant is responsible for demonstrating how funds for supervision will be cost-effective in providing services.
- p. **Multi-Disciplinary Response Activities and Coordination.** Activities that support a coordinated and comprehensive response to crime victim needs by direct service providers, including payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination

with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements. Coordination activities that facilitate the provision of direct services, such as crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and salaries and expenses of such coordinators are also allowable.

- q. **Contracts for Professional Services.** At times, it may be necessary for VOCA-funded organizations to use a portion of the VOCA grant to contract for specialized services that are not available within the organization. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of legal advocacy on behalf of crime victims); psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

Applicants are prohibited from requesting a majority of VOCA funds for contracted services. The applicant must demonstrate that any costs for contracted professional services are at a rate that does not exceed a reasonable market rate. The KGGP will only approve very limited and necessary contractual budget items.

- r. **Automated Systems and Technology.** Those automated systems and technology that support delivery of direct services to victims, including personnel and hardware. It will be the responsibility of the applicant to clearly demonstrate in the application how such a project will enhance direct services; how the project or system will integrate with existing projects and systems; and how the costs of installation, training, ongoing operations, and any other related costs will be supported. Applicants should consult the [Federal OJP Financial Guide](#) effective edition when developing the proposed project.
- s. **Skills Training for Direct Service Providers.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services to crime victims. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA funded organization. **However, VOCA funds cannot be used for management and administrative training for executive directors, board members and other individuals who do not provide direct services.**

*Training of direct services personnel is essential to providing a trauma-informed, victim-centered response to crime victims. VOCA-funded staff will be expected to pursue foundational training, advanced training, and continuing education. VOCA recipients will be required to ensure that new staff members submit an application to the [Kansas Academy for Victim Assistance](#) (KAVA) and that a minimum of one staff member attend the annual Crime Victims' Rights Conference. Applicants are also encouraged to research discipline-specific victim services training opportunities. To the extent reasonable, training costs may be included in the VOCA application.

- t. **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees for paid direct services staff to attend training within the state. This limitation encourages applicants to attend available training within their immediate geographical area. Out-of-state training events may also be considered, however they will require prior approval from the KGGP.
- u. **Operating Costs.** Certain organizational expenses and operating costs that are necessary and essential to providing direct services are allowable. Examples of allowable expenses include prorated costs of rent and utilities; local travel expenses for direct service providers; required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the organization's ability to provide services to crime victims; supplies; equipment use fees, when supported by usage logs; prorated costs of property insurance; printing, photocopying, and postage; brochures that describe available services; books and other victim-related materials; prorated costs for computer backup files/tapes and storage; security systems; and essential communication services, such as web hosts and mobile device services.
- v. **VOCA Administrative Time.** VOCA funds may support costs of administrative time spent performing certain VOCA-required activities, that includes completing time and activity records; completing programmatic documentation, reports, and statistics; collecting and maintaining crime victims' records; conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project; and funding a prorated share of audit costs when the organization meets the Single Audit threshold.
- w. **Renting or Leasing Vehicles.** VOCA funds may be used to rent or lease vehicles if it is demonstrated to the KGGP that such expenditure is essential to delivering services to crime victims. It is the responsibility of the applicant to explain why it is requesting to rent or lease a vehicle, and how those options are more effective and reasonable than to reimburse staff for personal vehicle mileage. A cost-benefit comparison of all three options must be explored and it must be shown how often vehicles will be used, cost, mileage, etc. VOCA funds may not be used to purchase vehicles.
- x. **Maintenance, Repair, or Replacement of Essential Items.** VOCA funds may be used for the maintenance, repair, and replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. The KGGP will scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) the building is owned by the applicant organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) the cost of the repair or replacement is reasonable considering the value of the building, and (5) the cost of the repair or replacement is prorated among all sources of income. Any maintenance, repair, and/or replacement of essential items must be in compliance with the National Historic Preservation Act.

- y. **Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the applicant. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, VOCA funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; multi-capability copy machines; computers; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

Non-Allowable Services, Activities, and Costs

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds.

- a. **Lobbying and Administrative Advocacy.** VOCA funds cannot support lobbying or advocacy activities with respect to legislation or administrative changes to regulations or administrative policy, whether conducted directly or indirectly.
- b. **Research and Studies.** VOCA funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- c. **Active Investigation and Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed toward active investigations and prosecution of criminal activity. These activities include witness notification, management activities, and expert testimony at a trial. In addition, victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- d. **Fundraising Activities.**
- e. **Capital Expenditures.** The costs of liability insurance on buildings, capital improvements, security guards and body guards, property losses, advertising expenses, real estate purchases, mortgage payments, audits, and construction cannot be supported with VOCA funds.
- f. **Compensation for Victims of Crime.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- g. **Most Medical Costs.** VOCA funds cannot pay for nursing home care (except emergency short-term nursing home shelter as described under: Allowable Direct Services, Activities, and Costs), home health-care costs, in-patient treatment costs, hospital care,

and other types of emergency and non-emergency medical and/or dental treatment. VOCA funds cannot support medical costs resulting from victimization.

- h. Administrative Staff Expenses.** VOCA funds cannot support salaries, benefits, fees, furniture, equipment, and other expenses of board members, executive directors, consultants, coordinators, and other administrators unless specifically allowed elsewhere in these guidelines.
- i. Costs of Sending Individual Crime Victims to Conferences.**
- j. Activities Exclusively Related to Crime Prevention.**
- k. Items pertaining to the area of magazine subscriptions or membership dues are not allowed.**
- l. Fringe benefit expenses that exceed the proportion of personnel funded by VOCA are not allowed.**

Supplanting

VOCA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist victims of crime. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a VOCA grant award has not replaced funds otherwise available for the same program or purpose.

Guidance Regarding Supplanting

Defined: To reduce federal, state, or local funds for an activity specifically because VOCA funds are available (or expected to be available) to fund that same activity. VOCA funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, VOCA funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of VOCA funds.

Example 1 Organization A appropriated or otherwise secured funds in FY18 for salary and benefits for two victim advocates. In FY18, Organization A is awarded VOCA funds designated for the hiring of two additional victim advocates. Organization A expended the VOCA funds as intended, and now has four victim advocates.

In this scenario, Organization A has used VOCA funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the victim advocates had left the organization during FY18 and Organization A did not follow established recruitment procedures to replace these advocates, or utilized VOCA funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY17 for salary and benefits for two victim advocates. Due to budget projections for FY18, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY18, Organization B is awarded VOCA funds designated for the hiring of one additional victim advocate. At the beginning of FY18, Organization B lays off one victim advocate and uses VOCA funds to continue the salary and benefits for the other victim advocate.

In this scenario, Organization B will use VOCA funds to pay the salary and benefits for the one victim advocate who would have been laid off but for the availability of VOCA funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY18 for salary and benefits for two victim advocates. Organization C plans to use VOCA funds to pay the salaries of two additional victim advocates. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses VOCA funds to pay their salaries and benefits. In doing so, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with VOCA funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new VOCA-funded victim advocate positions, use of the VOCA funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for VOCA-funded activities.

Grant Application Deadline

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. August 10, 2017.** [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

Grant Project Period

Grant projects funded by this grant program shall be for a period of 12 months from October 1, 2017 to September 30, 2018. Any funds not obligated by September 30, 2018, must be returned to the KGGP.

Grant Recipient Compliance and Reporting Requirements

If VOCA funds are awarded to the applicant, subgrantees will be expected to comply with the VOCA grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each VOCA award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#) and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable VOCA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a VOCA award are required to submit the following reports:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.
- The **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- A **Subgrant Award Report** will be due on or near October 1st.
- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 10 calendar days after the end of each month or the first business day.

- Quarterly **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal Office for Victims of Crime PMT website within 10 calendar days after the end of each quarter or the first business day. Completion of this PMT Report will require that all subgrantees utilize a survey to collect outcome data from crime victims served with these VOCA funds.
- Semi-annual **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds and are due 10 calendar days after the end of each 6-month period or the first business day.
- The **Projection of Final Expenditures Report** is due July 10th or the first business day.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

A grant review committee may assist the KGGP in determining grant awards for the Federal VOCA Victim Assistance Grant Program. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant support of the goals and objectives of the [Kansas Victims of Crime Act Strategic Plan](#)
- Record of successful implementation of services in the victim services field
- Quality of any needs assessment in terms of proposed services
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions
- The efficacy of evaluative components, both programmatic and fiscal
- Relevant budget information
- Submission of all required documents and a complete application
- Applicant agency's ability to fulfill all of the requirements of the VOCA program

Applications submitted incomplete, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered.

Resource and Contact Information

Visit the [KGGP Resource page](#) for more guidance on specific steps of submitting an application via the Grant Portal and for detailed [Grant Portal instructions](#). For technical assistance regarding the VOCA grant program guidelines or application submission, contact the Kansas Governor's Grants Program at 785-291-3205.

What an Application Must Include

Please read all grant requirements and instructions before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- _____ General Information
- _____ Project Narrative
- _____ Grant Project Budget
- _____ Agency Budgets
- _____ Proof of 501(c)(3) status, if applicable
- _____ Certificate of Good Standing, if applicable
- _____ Board of Directors Information, if applicable
- _____ Federal Certifications

General Information

Applicants must complete the General Information page online. Please note that the language provided in the "Brief Description of Proposed Grant Project" field may be utilized on public websites and documents to describe the purpose of the project and accomplishments of the grant program.

Project Narrative

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section.

Prior Accomplishments

If the applicant received a 2017 VOCA grant award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by VOCA grant project funds. Clearly state the 2017 approved Goals and Objectives and report the actual outcomes to date. Applicants must utilize the following format:

2017 Goal I –

2017 Objective 1 –

2017 Actual Outcome -

Provide documented evidence and anecdotal examples that show how VOCA-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project's performance and the timeframe represented by those statistics. Include the number of crime victims served by the project. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

Problem Statement and Needs Assessment

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement, such as an evaluation of agency service activity or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

Justification of Need for Grant Funds/Increase Request

All applicants must provide a justification of need for the grant funds requested. This justification must tie the financial need to the described problem statement and needs assessment. If the applicant received a 2017 VOCA award, explain why grant funds are needed to support the continuation of the project and why other funds are not available to support the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page 16 of this document. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted. The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts.

Grant Project Goal(s) and Objectives

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed VOCA-supported project. However, the goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of any needs assessment.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Visit the [KGGP Resource page](#) for more guidance on developing goals and measurable objectives.

Example (follow the format below):

Goal I: Victims served will have increased knowledge of crime victim information and services.

Objective	Activities / Time Frame	Person Responsible
1. At the completion of advocacy and support services, 75% of crime victims will have a safety plan in place.	1a. Case manager will meet regularly with crime victims. Oct 2017 - Sept 2018 1b. Crime victims will complete an exit survey at the completion of services.	1. Case Manager
2. Staff will begin support groups that will meet twice a week for crime victims and their family members.	2a. A support group facilitator will be hired. By November 1, 2017 2b. Groups will meet twice a week. Nov 2017 - Sept 2018	2a. Executive Director 2b. Group Facilitator

Grant Project Performance Measures and Results

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please provide the following information:

- Describe the process to be used for monitoring the implementation, progress, and outcomes of the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

Grant Project Staff

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

Grant Project Collaboration

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies that demonstrate and maintain true collaboration. Applicants must provide the following information:

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project and coordinate resources for victims of crime.
- List the point of contact for each agency the applicant will collaborate with in providing services or making referrals during the grant period.
- Explain how the applicant will coordinate with law enforcement, prosecuting attorneys' offices, courts, and other governmental or nonprofit agencies.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- Describe how VOCA grant project funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.

Underserved Populations

Define the underserved population identified in the applicant's service area, including those that may be underserved because of ethnic, racial or cultural background, language diversity, persons with disabilities, or geographic isolation. Use local data to support the populations identified as underserved. Provide the applicant's plan, including a description of the specific steps that will be taken by the applicant, to provide outreach and services to the underserved populations.

Sustainability

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if VOCA funding declines or is not available.

Dissemination of Crime Victims' Rights Information

Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of their statutory rights as provided in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

DUNS Number and SAM Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the

agency has an “active” status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a VOCA application.

Grant Management Capacity

In accordance with requirements described in the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, the KGGP must assess the applicant’s ability and capacity to implement the proposed VOCA project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must provide the following information:

- Describe the applicant’s written accounting policies and procedures and how often they are updated.
- Describe the applicant’s procedures for ensuring that each grant award and associated match is accounted for separately and distinctly from other sources of revenue.
- Describe the applicant’s accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized; describe any manual accounting processes used to complement the system.
- Describe the applicant’s procedures for monitoring the approved grant project budget and tracking expenditures at a line item level.
- Describe the applicant’s internal controls for ensuring that grant project expenditures are solely for allowable and approved purposes.
- Describe the applicant’s reserve and/or capacity to manage a VOCA subgrant award on a reimbursement basis.
- Describe the knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance.
- Describe experience managing other grant funds awarded to the applicant agency by entities other than the KGGP, including the name of the grant program, the purpose of the program, the funder(s), the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

Current Audit Report

All applicants **must** provide information in this section of the Project Narrative on when the organization’s most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

Nonprofit, community, or faith-based organizations **must** also provide a copy of the most recent audit report, including the Single Audit report if applicable, and IRS Form 990 to the KGGP. If the KGGP has **not** previously received a copy of the nonprofit, community, or faith-based organization’s most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor’s Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor’s Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** still provide information in this section of the Project Narrative on when the most recent audit was completed, who performed the audit, what period it covered, and where the audit is filed.

Grant Project Budget

The applicant must submit a grant project budget that is reasonable and cost effective. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this VOCA solicitation; the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#); and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition.

As stated on page three of this solicitation, the KGGP must give priority for victims of adult sexual assault, domestic violence, child physical and sexual abuse, and other violent underserved crimes by ensuring that a minimum of 10 percent of VOCA funds subgranted are for services in each of these areas (40 percent total). To assist the KGGP in documenting these allocations, applicants must indicate in the grant project budget the purpose for each line item by utilizing the appropriate field or fields: Child Abuse, Domestic Violence, Sexual Assault (adult), Underserved Crimes, and/or Match. The allocation of requested grant project funds must correlate with the applicant's goals and objectives.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived and must account for both the federal funds requested and the non-federal match provided, including the match source(s). Personnel must be listed by the agency-assigned title for the position. Positions shall be classified as "New" *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the VOCA grant project for each position requested. Fringe benefit costs shall not be allocated to a position at a rate exceeding the portion of personnel costs requested in the VOCA Personnel category. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests. Please visit the [KGGP Resource page](#) for more guidance.

<u>Line Item</u>	<u>Federal Dom Viol</u>	<u>Federal Sxl Asslt</u>	<u>Match</u>	<u>Description</u>
Volunteer Coordinator	\$16,808	\$ 1,868	\$ 4,669	Full-time, salaried, 50% of time on project, approved for 2% raise on Jan 1 st : (\$46,000 x .25 year) + (\$46,920 x .75 year) = \$46,690 x 50% = \$23,345; 40% federal/10% match is SGF grant
SA Support Group Facilitator	\$ 0	\$ 7,917	\$ 0	Full-time, hourly, 40 hrs/wk, 25% of time on project; approved for 2% raise on Jan 1 st : (\$15.00/hr x 520 hrs) + (\$15.30/hr x 1,560 hrs) = \$31,668 x 25%
Volunteers (In-Kind)	\$ 0	\$ 0	\$ 2,130	Volunteers for evening and weekend hotline coverage: \$10/hr based on comparable compensation x 213 hours
FICA	\$ 1,286	\$ 748	\$ 357	7.65% x \$31,262 requested salaries = \$2,391; match is SGF grant
Conferences/ Workshops	\$ 671	\$ 821	\$ 373	·Crime Victims' Rights Conference, April '18, Topeka: (\$100 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff) = \$840; ·KAVA, summer 2018, Wichita: \$225 registration + (270 mi. x \$.50/mi) + (\$100/nt. x 5 nights) + (\$30/day meals x 5.5 days) = \$1,025; 80% federal/20% match is city funds
Laptop Computers	\$ 306	\$ 204	\$ 128	Two laptop computers at \$850 each: (\$850 x 50% Volunteer Coordinator) + (\$850 x 25% Support Grp Facilitator) = \$638; 80% federal/20% match is SGF grant

*This example assumes the applicant is a victim services crisis center for domestic violence and sexual assault (adult) crime victims.

Current and Next Fiscal Year Agency Budgets

Upload the applicant's current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income

with a “requested” status. Also, be sure that all line items requested in this application can be found in the organization’s budget for expenses.

Example of budget income only:

Agency’s Current Fiscal Year January 1-December 31, 2017

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘xx’	\$ 50,000	Projected	10/17
United Way	5,000	Received	1/17
Walk-A-Thon	500	Collected	4/17
VOCA ‘17-GOV	22,645	Received	10/16
VOCA ‘18-GOV	7,561	Requested	8/17
SGF ‘17-GOV	24,000	Received	7/16
SGF ‘18-GOV	<u>25,000</u>	Received	7/17
Total Organization Income	\$134,706		

***Note:** -Budget expenses are also required.
-Repeat for Next Fiscal Year.

Proof of 501(c)(3)

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or visiting the [Kansas Secretary of State website](#).

Board of Directors

If the applicant is a nonprofit, community, or faith-based organization, the applicant must upload as an attachment a current list of the organization’s Board of Directors. The attachment must include each board member’s name, profession, address, phone number, email address (if available), and the member’s term of service.

Federal Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must read, sign, and upload the three-page required certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. The certification form is appended to the end of this document.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliance@usdoj.gov, and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



Staff Request for Commission Action

Tracking No. 171207

Full Commission Meeting Date:

Committee: Public Works & Safety

Date of Standing Committee Action: 7/24/17

(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>
07/11/2017	Matt May	x6337	mmay@wycokck.org	Emergency Management

Item Description:

Background: The County is required by State statute (KSA 48-928(d)) and has adopted local resolution (R-47-12) to maintain a County Emergency Operations Plan (CEOP). The State requires that it be reviewed for minor updates annually as well as to perform a major review and revision every 5 years. As the plan is broken into sections based on the 15 Emergency Support Functions, the Emergency Management Department has recently reviewed and updated the ESF 10 Oil and Hazardous Materials Response section of the plan. We present this proposed revision to this body for awareness and consideration for adoption.

Action Requested:

Recommended Action: Submit to the County Administrator for signature.

Alternate Action: Move forward for consideration by the Commission

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

ESF 10 with Attachments



Wyandotte County, Kansas Emergency Operations Plan

ESF 10 Oil and Hazardous Materials Response

Coordinating Agency KCK Fire Department, Hazardous Materials Response Team

Primary Agencies

- Board of Public Utilities
- Bonner Springs EMS Department
- Bonner Springs Fire Department
- Bonner Springs Police Department
- Bonner Springs Public Works Department
- Edwardsville Fire Department
- Edwardsville Police Department
- Edwardsville Public Works Department
- KCKFD EMS Division
- KCK Police Department
- Mid-America Local Emergency Planning Committee
- Unified Government Emergency Management Department
- Unified Government Water Pollution Control Division
- Wyandotte County Sheriff's Office

Coordinating Agency: Kansas City Kansas Fire Department

Primary Agencies: Board of Public Utilities

Bonner Springs Emergency Medical Services

Bonner Springs Fire Department
Bonner Springs Police Department
Bonner Springs Public Works Department
Edwardsville Fire Department
Edwardsville Police Department
Edwardsville Public Works Department
Kansas City Kansas Police Department
Mid-America Local Emergency Planning Committee
Unified Government Public Works Department
Unified Government Water Pollution Control Division
Wyandotte County Emergency Management
Wyandotte County Public Health Department
Wyandotte County Sheriff's Office

Board of Public Utilities

Bonner Springs Emergency Medical Services

Bonner Springs Police Department

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Bonner Springs Public Works Department
Edwardsville Police Department
Edwardsville Public Works Department
Kansas City Kansas Police Department
Mid-America Local Emergency Planning Committee
Unified Government Public Works Department
Unified Government Water Pollution Control Division
Wyandotte County Emergency Management
Wyandotte County Public Health Department
Wyandotte County Sheriff's Office

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Support Agencies Environmental Protection Agency
Fairfax Drainage District
Kansas Army National Guard
Kansas Department of Health and Environment
Kansas Department of Transportation
Kansas Highway Patrol
KAW Valley Drainage District
Private Sector
Providence Medical Center
Surrounding Jurisdictions
Unified Government Engineering Division
Unified Government Public Health Department
Unified Government Public Works Department
Unified Government Transit Department
University of Kansas Medical Center & Hospital
Environmental Protection Agency

Support Agencies: Board of Public Utilities
Bonner Springs Emergency Medical Services
Bonner Springs Police Department
Bonner Springs Public Works Department
Edwardsville Police Department
Edwardsville Public Works Department
Fairfax Drainage District
Kansas City Kansas Police Department
Kansas Corporation Commission
Kansas Department of Agriculture

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Kansas Department of Health and Environment
Kansas Department of Transportation
Kansas Department of Wildlife Parks and Tourism
Kansas Division of Emergency Management
Kansas Geological Survey
Kansas Highway Patrol
Kansas National Guard: 73rd Civil Support Team
Kaw Valley Drainage District
Mid-America Local Emergency Planning Committee
Office of the State Fire Marshal
Unified Government Engineering Division
Unified Government Public Works Department
Unified Government Transit Department
Unified Government Water Pollution Control Division
Wyandotte County Emergency Management
Wyandotte County Public Health Department
Wyandotte County Sheriff's Office

Other Agencies:

American Red Cross
Environmental Protection Agency
Voluntary Agencies Active in Disasters

1 **EPA**

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PURPOSE, Scope, Policies/Authorities

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~~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

~~The purpose of the Emergency Support Function (ESF) -10 Oil and Hazardous Materials Response Annex is to establish how oil and hazardous materials response activities will be coordinated to meet the needs generated by disasters or incidents affecting Wyandotte County.~~

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~~This Emergency Support Function (ESF) Annex provides operational guidance and describes actions that will be carried out for Wyandotte County organizations to respond to oil and hazardous materials incidents that require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP). Specifically, this ESF Annex addresses:~~

- ~~• Oil and Hazardous Materials Response command and control structure;~~
- ~~• Oil and Hazardous Materials Response specialized resources including outside assistance;~~
- ~~• Response to Oil and Hazardous Materials incidents at both fixed sites and on transportation routes; and~~
- ~~• Hazardous materials planning and reporting requirements.~~

1.2 Scope

~~This annex identifies key policies, concepts of operations, capabilities and roles and responsibilities associated with ESF-10 in Wyandotte County. ESF 10 applies to all individuals and organizations and the full range of oil and hazardous materials activities that may be required to support disaster response and recovery operations in Wyandotte County.~~

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~~Fire departments and other supporting agencies in Wyandotte County have existing plans, procedures and guidelines. ESF-10 is not designed to take the place of these plans or procedures.~~



It provides guidance and describes actions that will be carried out for Wyandotte County organizations to respond to oil and hazardous materials incidents that require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP). Specifically, this ESF Annex addresses:

- Oil and hazardous materials capabilities and operations, including outside resources;
- Concept of Operations, including command, control and notification;
- Local Emergency Planning Committee;
- Hazardous materials planning and reporting requirements;
- Notification and Public Warning;
- Contamination and decontamination, and;
- Environmental cleanup.

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~~This ESF includes information that addresses: 1) the four 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:~~

Field Code Changed

- ~~• Command, Control, and Notification including the roles of County and City agencies with emergency responsibilities and their working relationships with adjacent county, state federal, and volunteer agencies providing assistance with Oil and Hazardous Materials Response operations;~~
- ~~• A flexible organizational structure capable of meeting the varied requirements of different Oil and Hazardous Materials Response scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (EOP).~~
- ~~• Coordination of voluntary organizations offering emergency assistance programs to provide assistance with Oil and Hazardous Materials Response operations~~

1.3 Policies/Authorities



The following local, regional, state and federal authorities apply to this ESF 10 Annex.

Local

- By-Laws of the ~~Mid America Local Emergency Planning Committee~~ ~~Wyandotte County Local Emergency Planning committee;~~
- ~~Unified Government Continuity of Operations Plan;~~
- 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~~, 11 passed September 15, 2011. (Supp. No. 10).

Regional

- Mid-America Local Emergency Planning Committee Regional Hazardous Materials Emergency Preparedness Plan;
- ~~Incident Management Plan;~~
- Mid-America Regional Council (MARC) Regional Coordination Guide for ESF 10;
- Metropolitan Medical Response System (MMRS) Operations Plan;
- Regional Mass Casualty Incident (MCI) Plan.



State

- Kansas Emergency Planning and Community Right-to-Know Act (Chapter 23) of the Session Law of 1987;
- KSA Chapter 48, Article 9, Established CEPR under the Kansas Emergency Management Act;
- 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, 2017-2022.

Federal

- National Response Team (NRT) and [NRT-1A Hazardous Materials Emergency Planning Guide](#);
- Title II of the Federal Emergency Planning and Community Right-to-Know of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99.499);
- 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.



2 CONCEPT OF OPERATIONS

This section provides a narrative description summarizing the Concept of Operations for the following ESF 10 activities. 1) ~~General~~ Command, Control, and Notification, 2) Fixed Facilities and Transported Hazardous Materials, 3) Pre-Incident Activities, 4) Warning/Alert/Public Announcement. 5) Contamination ~~and~~, 6) Environmental Clean-Up, ~~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 2.8 provides additional operational details by listing specific actions to be accomplished in each phase of Emergency Management for ESF 10. Then Section 3 provides specific actions organized by agency detailing their ESF 10 duties in a consolidated format.~~

2.1 ~~General (Command, Control, and Notification)~~

The Incident, Unified or Area Commander will keep Emergency Management informed of situations involving oil or hazardous materials. Hazardous materials operations will be controlled by the in Incident, Unified or Area Commander(s) at the scene(s) within the Incident, Unified or Area Command System (ICS) structure. Activation of ESF 10 may result from either, 1) an oil or hazardous materials incident that has escalated beyond normal capabilities, or; 2 another primary event resulting in EOC activation that requires a hazardous materials response. If the Incident, Unified or Area Commander determines that additional resources are needed; they will request that Emergency Management activate the EOC and the County Emergency Operations Plan (CEOP). The additional resources can be requested and coordinated through the EOC.

The first emergency responder arriving on the scene of a hazardous materials incident will make an initial assessment of the incident while taking the necessary precautions to avoid personal injury and/or exposure. The initial assessment will include, hazardous materials involved, scene condition, injuries, impact area, environmental damage, and weather conditions. The and notify the Kansas City Kansas Fire Department should be notified immediately, if the initial responder is not KCK Fire Department. The responder will ensure the KCK Fire Hazardous Materials Response Team has been notified. The initial assessment will include, and attempt to hazardous determine the materials involved, scene condition, injuries, impact area, environmental damage, and weather conditions.

make an initial assessment of weather conditions.

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~~Upon the arrival of the the Kansas City Kansas CK Fire Department's Hazardous Materials Response Team, the commander of the team will take command~~
~~Commander will direct hazmat response operations using the Incident Command System (ICS). The Incident Commander will make all tactical field decisions using their Hazardous Materials Standard Operating Procedures (SOPs). These SOPs are maintained by the KCK Fire Department.~~

~~The Incident Commander advise will keep the Emergency Management Department informed of Oil and Hazardous Materials Response situations that escalate beyond normal capabilities, through the Wyandotte County Communications Center. Activation of ESF 10 may result from either, 1) an Oil and Hazardous Materials Response incident that has escalated beyond normal capabilities, or 2) another primary event resulting in EOC activation that requires Oil and Hazardous Materials Response capabilities.~~

~~If at any time during response to an Oil and Hazardous Materials incident, the Incident Commander determines that additional assistance beyond normal operations is needed; they will request that the Emergency Management Department activate the EOC and the Wyandotte County Emergency Operations Plan.~~

~~The Incident, Unified, or Area Commander(s) from the Kansas City Kansas Fire Department, Bonner Springs Fire Department or Edwardsville Fire Department will provide information on pertinent activities at the scene in order to maintain situational awareness to the EOC. Information may be relayed from the field to the EOC via the Public Safety Communications Center or directly from field personnel by radio, email, text or telephone.~~

~~If the EOC is activated, field response agencies will be aware of the EOC's information requirements and include procedures to maintain open lines of communication. The Incident Commander will ensure that the EOC has situational awareness, is kept current on all pertinent activities at the scene(s). Initially, it is likely that emergency information will be relayed from the field to the EOC via the Public Safety primarily from Wyandotte County Communications Center. Communication with the EOC from the incident may be by radio, telephone or text message. The Incident Command Post(s) and other field elements may also communicate directly with the EOC staff via radio and cellular telephone. In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.~~



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 ESF 10 made the initial request for EOC activation, it will automatically be activated. - If another primary event resulted in activation of the EOC and it is determined that ESF 10 will be activated, the Emergency Management Director will notify the designated Coordinating Agencies, as appropriate, and request representatives to report to the EOC to attend an initial briefing regarding the situation.

The Coordinating Agency for ESF 10 is the ~~Kansas City Kansas~~ ~~KCK~~ Fire Department's ~~Hazardous Materials Response Unit - A~~. Therefore, a representative will report to the EOC for all incidents involving ESF 10 activation in Wyandotte County.

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 ~~M~~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.

Once activated, the ESF 10 Coordinating Agency is responsible for contacting primary and support agencies with liaison roles as well as providing briefings and direction for initiation of activities for Oil and Hazardous Materials Response services in support of emergency operations.

ESF 10 operations may either be coordinated from the Wyandotte County Emergency Operations Center (EOC) or the ~~Kansas City Kansas~~ ~~CK~~ Fire Department may choose to activate the Fire Department's Departmental Operations Center (DOC) or alternate DOC:

Primary:

Station #6
9548 State Street
Kansas City, Kansas

Alternate:

815 N. 6th Street
Kansas City, Kansas

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If a Fire Department DOC is activated, when requested, the ESF 10 liaison will report to the Wyandotte County EOC to ensure close coordination and joint decision-making. If



needed, other support agencies may be asked to report to the EOC to assist with ESF 10 activities

The ESF 10 Coordinating Agency will:

- Work with the EOC to rapidly assess the situation and take appropriate actions to support ~~Oil and Hazardous Materials Response~~ operations at the scene(s);
- Assess the need to request ~~additional and/or specialized~~ ~~specialized Oil and Hazardous Materials Response~~ resources from outside Wyandotte County;
- Serve as the liaison ~~to with Oil and Hazardous Materials Response~~ resources from outside the county, including State and Federal agencies;
- Coordinate with the ESF 8, Emergency Medical Services, to ensure coordination of emergency medical assistance and victim transport ~~and;~~;
- Work with the Incident Commander and the EOC to ensure ~~Oil and Hazardous Materials Response~~ personnel deployed to the disaster scene are appropriately outfitted with, and trained to use, personal protective equipment required by the presence of any potentially hazardous materials/substances.

~~KCK EMS or Bonner Springs EMS~~ Emergency medical services (EMS) ~~(depending on the Oil and Hazardous Materials Response location)~~ will automatically be dispatched to ~~Oil and Hazardous Materials Response scenes/incidents. EMS will serve to provide both~~ medical monitoring of ~~Oil and Hazardous Materials Response response~~ personnel ~~and, if necessary, as well as~~ provide emergency medical care to injured victims ~~or Oil and Hazardous Materials Response personnel, or first responders. In addition, the American Red Cross or other Voluntary Agencies Active in Disasters may have the ability to set up rehabilitation stations for Oil and Hazardous Materials Response operations. If the length or complexity of response warrants, other Voluntary Agencies Active in Disasters are available to assist at rehabilitation stations for oil or hazardous materials incidents.~~

The Hazardous Materials Response Team may be required to respond to a transportation or fixed site incident involving oil or hazardous materials at any number of places in Wyandotte County. Hazardous materials incidents may occur at or on highways, railways, pipelines, airports, bulk storage facilities, industrial or education labs, warehouses, industrial facilities and medical research, treatment or laboratory facilities.



The Hazardous Materials Response Team may anticipate responding to release of any of the following or a combination of the following classes of hazardous substances or any other material that represents an unreasonable risk to safety or property:

- Flammable and combustible liquids
- Compressed and liquefied gases
- Poisons in any physical state
- Explosives or Corrosives
- Radioactive materials
- Oxidizers and reactives
- Etiologic agents

2.2 *Pre-Incident Activities*

2.2.1 Local Emergency Planning Committee

With the enactment of the Superfund Amendments and Reauthorization Act (SARA), Title III, Emergency Planning and Community Right-to-Know (EPCRA) in 1986, each state was required to establish a State Emergency Response Commission. -In Kansas this was established as the Commission on Emergency Planning and Response (CEPR). The CEPR specifies Local Emergency Planning Districts (LEPD) within the state and within each planning district; a Local Emergency Planning Committee is established. The smallest planning districts designated are at the county level. Counties were also given the option of forming multi-county, or regional, LEPDs. Wyandotte County has chosen to participate as part of a regional LEPC comprised of eight Kansas and Missouri counties in the Greater Kansas City Metropolitan Area.

The Missouri counties of Cass, Clay, Jackson, Platte, and Ray as well as the Kansas Counties of Johnson, Leavenworth, and Wyandotte are part of the regional LEPC~~CD~~ designated as the Mid-America Local Emergency Planning Committee. -The Roles/responsibilities of the LEPC for ESF 10 area as follows:

Preparedness

- Organize key stakeholders to coordinate preparedness activities
- Appoint a chairperson to establish committee rules

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- Distribute, review and update the Regional Hazardous Materials Emergency Preparedness Plan
 - Submit a copy of the plan and revisions to KDEM on behalf of CEPR.
 - Evaluate the need for resources to develop, implement and exercise the plan
- Establish procedures for receiving information and designate an information coordinator.
- Establish procedures for processing requests from the public under community right-to-know provisions.
- Receive information from facilities and/or transporters related to:
 - Notifications of chemical releases (EPCRA 304)
 - Tier II forms (EPCRA 3120 which contain information on materials ~~including~~ average~~including average~~ amount onsite, location of chemicals, etc.
 - Chemical Safety Information notices on materials requiring ~~Material~~ Safety Data Sheets (EPCRA 311)
- Publish annual notice to inform the public where, when and how information available through the LEPC is available for review.
- Provide a forum for the post-incident analysis of Level II and III hazardous materials incidents (see Attachment 094-24-2 for incident classifications), when requested by involved jurisdictions and agencies.
- Make recommendations to local governments on additional resources that may be required and potential means for acquiring such resources.
- Assist local agencies in developing and conducting hazardous materials exercises and training.

• For additional information on the Mid-America Local Emergency Planning Committee, see [Link to Mid-America LEPC Overview](#).

Response

- Receive notifications of accidental releases. Calling Wyandotte County constitutes notification of accidental release to the LEPC.
- Help locate resources for a local emergency response agency during a protracted or large incident.
- Provide information collected in plans such as locations of functional and access needs populations in proximity to fixed facilities or specific transportation route locations.

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2.2.2 Outside Resources

CHEMTREC

CHEMTREC, the *Chemical Transportation Emergency Center*, is a public service of the American Chemistry Council that provides immediate advice for those at the scene of an emergency and promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate follow-up.

CHEMTREC operates around the clock and can usually provide hazard information guidance when given the identification number or the name of the product and the nature of the problem. When contacting CHEMTREC as much of the following information should be provided as possible:

- Name of caller and callback number
- Nature and location of the problem
- Guide number in use
- Shipper or manufacturer
- Container type
- Railcar or truck number
- Carrier name
- Consignee
- Local weather conditions

The *Hazardous Materials Emergency Response Guidebook* will most useful if contact is established with CHEMTREC as soon as the incident has been surveyed and the immediate needs of the people involved in the situation have been met.

Surrounding Jurisdictions

There are numerous resources available from surrounding jurisdictions to augment those of the ~~Kansas City Kansas Fire Department~~ ~~CK~~ Hazardous Materials Response Team in the event of a major hazardous materials incident. ~~In the event a hazardous materials incident overwhelms the resources of any given jurisdiction in, In~~ the Mid-America LEPC area, ~~there are or requires the use of additional resources, nine-eight~~ hazardous materials response teams (~~six 8~~ with enhanced WMD capabilities, including



~~Kansas City Kansas CK~~ Fire Department) ~~in the Mid-America LEPC area~~ available through mutual aid. -Teams Include (*denotes enhanced WMD capability):

- Kansas City, Missouri Fire Department*
- Lee's Summit, Missouri Fire Department*
- Tri-District Hazardous Materials Response Team* (comprised of members from Central Jackson County, Fort Osage, and Sni Valley Fire Protection Districts)
- ~~Northland Hazardous Materials Response Team* (comprised of members from 11 area departments)~~
- Independence, Missouri Fire Department*
- Kansas City, Kansas Fire Department*
- Leavenworth, Kansas Fire Department*
- Olathe, Kansas Fire Department
- Overland Park, Kansas Fire Department*

The eight enhanced teams meet Department of Homeland Security Type 1 Team standards, with the exception of secure communications and evidence collection.

The procedures for accessing these resources through mutual aid are outlined in Appendix D of the Regional Coordination Guide for ESF 10.

For mutual aid outside the Mid-America LEPC counties, requests for assistance will be made directly to the appropriate agency through mutual aid agreements already in place. -Below is a list of other adjacent Kansas City Metro Area LEPCs:

LEPC	Day Time Phone	After Hours Phone
Douglas County, KS	(785) 832-5259	(785) 843-0250
Franklin County, KS	(785) 242-3800	(785) 242-3800
Miami County, KS	(913) 294-3232	(913) 294-3232

State and Federal Resources

Several state and federal agencies are available to provide resources and technical assistance to the ~~Kansas City Kansas Fire DepartmentCK~~ Hazardous Materials Response Team. -State and federal assistance will be requested through the Emergency Management Department and the EOC.- These resources include ~~the Kansas Office of the State Fire Marshal's Office~~, Kansas Department of Transportation (KDOT), Kansas Department of Health and Environment (KDHE), Kansas Division of

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Emergency Management (KDEM), Federal Environmental Protection Agency (EPA) and the Regional Hazardous Materials Response Teams. [Contact information for resources are on pages 4-7 in the Kansas Spill Notification booklet \(Attachment \)](#)

Inventory of Radiological Instruments

The ~~Kansas City Kansas~~ ~~CK~~ Fire ~~Department's Hazardous Materials Response Unit~~ maintains an equipment inventory including radiological instruments such as the following:

- Radiac meters
- Geiger counters
- NBR detectors
- Radiation detectors

2.2.3 Community Emergency Coordinator

According to Section 303(a) of the Superfund Amendments and Reauthorization Act (SARA) of 1986 each Local Emergency Planning Committee is required to prepare comprehensive hazardous substances emergency response plans. ~~-~~ This Annex of the Wyandotte County Emergency Operations Plan serves that purpose. ~~-~~A component of the requirements, a Community Emergency Coordinator must be designated to make decisions to implement the plan in the event of a hazardous materials release.

The Wyandotte County Emergency Management Director serves as the Community Emergency Coordinator for hazardous materials incidents. ~~-As such, the~~ The Emergency Coordinator will do the following:

- 1) Notify the LEPC and surrounding areas of chemical releases that could potentially affect the public,
- 2) Develop emergency notification procedures, and
- 3) Implement the emergency plan.

2.2.4 Fixed Facilities Subject to EPCRA

There are many facilities in the county that use and store hazardous substances. The *Regional Hazardous Materials Emergency Preparedness Plan* developed by the Mid-America Local Emergency Planning Committee (LEPC) in January 2012 provides a



detailed Hazard Analysis for the eight counties that are part of the Mid-America LEPC (In Kansas: ~~J~~Johnson, Leavenworth and Wyandotte Counties and in Missouri: Cass, Clay, Jackson, Platte, and Ray Counties).

The Hazard Analysis for Wyandotte County revealed the following:

The Hazard Analysis reports the top 3 Extremely Hazardous Substances present in Wyandotte County are ethylene oxide (Oxirane), Chlorine, and ammonia (anhydrous). Other common chemicals likely to be involved in releases from fixed facilities include sulfuric acid, and propane. ~~The~~ areas in Wyandotte County having the largest concentration of fixed facilities with hazardous substances are located in Fairfax Industrial District and along Kansas Avenue. Accidents or releases involving fixed facilities could result in fires, explosions, ground and water pollution and/or releases of toxic vapors.

The following section provides the numbers of regulated facilities In Wyandotte County for reach o the three levels of regulated facilities:

97 Hazardous Chemicals (Tier II Facilities – non EHS and RMP): ~~Any~~ substance for which a facility must keep a ~~material~~ safety data sheet (~~M~~SDS) under OSHA’S Hazard Communication Standard is classified as a “hazardous chemical”. ~~Any~~ “hazardous chemical” that a facility has more than ten thousand (10,000) pounds of on hand at any given time during the calendar year must be reported on a Tier II Form.

48 Extremely Hazardous Substances (EHS) Facilities: ~~The~~ Environmental Protection Agency (EPA) designates which substances are Extremely Hazardous Substances (EHS) and sets threshold planning quantities and reportable quantities for each substance.

9 Risk Management Program (RMP) Facilities: ~~Section~~ 112 (r) of the Clean Air Act established the RMP requirements for facilities processing or manufacturing one or more of 140 acutely toxic substances, flammable gases, and volatile liquids at certain threshold quantities.

In development of the *Regional Hazardous Materials Emergency Preparedness Plan*, the LEPC identified **Facility Emergency Coordinators** and their contact information for each of the nine RMP facilities. ~~This~~ information is contained in the Hazard Analysis Section for Wyandotte County. ~~The~~ plan also summaries the facility Mitigation and Response Capabilities included in the emergency response plans for each RMP Facility.



Specific data on the fixed facilities reporting hazardous substances is kept on file with the ~~Kansas City Kansas CK~~ Fire Department, Wyandotte County Emergency Management ~~Department~~, and Mid-America LEPC.

2.2.5 Transported Hazardous Materials

In 2011, a Hazardous Materials Commodity Flow Study was performed for seven counties in Northeast Kansas. The purpose of this study was to address compliance with requirements and recommendations stated in the Emergency Planning Community Right to Know Act (EPCRA) of the Superfund Amendment and Reauthorization Act (SARA) Title III, as well as the Hazardous Materials Emergency Planning Guide (NRT-1). The study focused on identification, classification, and quantification of hazardous materials transportation and hazardous materials storage at fixed locations. Per the scope of work, the study area was defined as seven counties in the northeast region, including Douglas, Franklin, Jefferson, Johnson, Leavenworth, Shawnee, and Wyandotte Counties. This study is available from the Wyandotte County Emergency Management Department.

Spills and releases from accidents involving transport of hazardous materials could result in potential fire/explosion hazards, hazards from toxic vapors, and pollution of adjacent ground and waterways.

Major Roadways

There are several major Interstate road routes used by tank trucks to move large quantities of hazardous materials through Wyandotte County on a daily basis.

The most likely hazardous chemical to be involved in incidents on roadways is automobile fuel (diesel and gasoline). However other toxic or flammable materials may be involved. Other common hazardous chemicals may include anhydrous ammonia and chlorine.

Section 4 of the Hazard Analysis contained in the *Regional Hazardous Materials Emergency Preparedness Plan* provides hazardous materials transportation routes on major roadways in the County.

~~Railways~~

There are numerous rail lines running through Wyandotte County used to move large quantities of hazardous materials on a daily basis. The county has over 111 miles of major railway tracks. ~~The~~ most likely locations for hazardous materials incidents involving the railway system are the active rail yards in the county. This includes the



Burlington Northern Santa Fe yard in Argentine, and the Union Pacific Railroad yards in Armourdale.

Pipelines

There are over 260 miles of major transmission pipelines within Wyandotte County and some transfer as much as 1500 gallons of hazardous materials per minute. -The greatest concentration of pipelines is in the Fairfax district.

The most likely hazardous material to be involved in a pipeline accident is a liquid fuel, such as gasoline, or natural gas. -Liquid fuels present the hazards of fires, explosions and environmental damage to ground or waterways.- Natural gas releases are more likely to involve a fire or explosion.

Rivers and other Sources

Hazardous materials accidents on the rivers and hazardous materials releases from other sources such as air transportation, and unregulated or illegal fixed facilities are much less likely than the sources identified above.

2.2.6 Critical / High Occupancy Facilities at Increased Risk

The Hazard Analysis for Wyandotte County that is part of the *Regional Hazardous Materials Emergency Preparedness Plan* provides maps depicting each of the following types of facilities that may be an increased risk due to their proximity of a regulated facility:

- Hospitals
- Nursing Homes
- Childcare Facilities
- Schools
- Colleges
- Dormitories
- Hotels
- Mobile Home Parks
- Shopping Centers

These maps and the metadata including facility names and addresses are available on request from the Mid-America LEPC.



2.2.7 Evacuation / Shelter In-Place

The U.S. Department of Transportation *Emergency Response Guidebook* ([ERG](#)) provides suggested distances for protecting, isolating or evacuating people from hazardous materials spill areas. ~~The information in this Guidebook~~ [the ERG](#) will be used by the Incident Commander to determine areas to be evacuated or areas for which in-place shelter will be recommended. ~~The Emergency Response Guidebook is available as a book and on-line. on-line and when possible, the EOC will work with the field to make this information available to the field through the capabilities of WebEOC, the Crisis Information Management System (CIMS) for Wyandotte County.~~

Evacuation

Authority to order an evacuation normally rests with the Chief Elected Official of the affected jurisdiction, however, the Incident Commander may begin evacuation [in matters of life safety](#). ~~if necessary.~~ Once an evacuation is ordered:

- The [Kansas City Kansas](#) Fire Department will determine the need for evacuation from the immediate incident area(s).
- The ~~jurisdictional law enforcement agency~~ [Police Department](#) is responsible for selecting, establishing and maintaining evacuation routes and for the control and accountability of evacuees from the incident area to designated shelters. Selection of evacuation routes will be done in coordination with the KCK Fire Department's Hazardous Materials Response Unit utilizing all available information such as weather, wind direction, and plume modeling (CAMEO is the plume modeling software generally in use in Wyandotte County).
- A police representative should be assigned to the Incident Commander to coordinate the transfer of evacuees from Fire Department control at the incident location to Police control enroute to shelters.
- Additional information on shelter procedures is contained in ESF 6, Mass Care, Housing and Human Services.
- To the greatest extent possible private automobiles will be used for evacuation for the injured, ill, or otherwise medically fragile. Other arrangements for emergency transportation will be coordinated through ESF 1, Transportation).
- Whenever possible, evacuees should be encouraged to seek shelter with friends or relatives outside the affected areas.
- The EOC will work closely with the local media to disseminate information regarding the event as described in ESF 15, Public Information and External Communications.



- The Fire Department, with approval from the Chief Elected Official, may prioritize movement in a precautionary evacuation (i.e., evacuate a nursing home, hospital or other facility occupied by functional and access needs populations or children in advance).

Shelter In-Place

~~In situations where~~ evacuation ~~may not be feasible, is not an option,~~ another protective option is to consider is isolating people from the hazard by ~~keeping them indoors and away from outside air.~~

~~-sheltering in-place. Information on sheltering in-place should be made available to the public prior to incidents. Attachment 5 is a template for shelter in-place public information.~~

~~For mass in-place shelter situations, it is important that the public should receive~~ emergency public information quickly and through all possible means. ~~For scenarios that require~~ During ~~EOC~~ activation, the public information officer will release information in accordance with the ESF 15, ~~Public Information and External Affairs Annex.~~

~~Due to the nature of in-place shelter operations it is critical that the public be well informed and prepared to take responsibility for their own safety. Information on sheltering in-place should be made available to the public prior to incidents requiring in-place shelter. Attachment 4.4.4 contains sample information that may be released to the public in the event of a recommendation to take in-place shelter.~~

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2.2.8 Radiological Response Training

Wyandotte County does not fall within an ingestion pathway emergency planning zone (50-mile radius) of a nuclear generating system. ~~However, since the~~ The County is vulnerable to radiological incidents related to transport of radiological waste and equipment as well as radiological incidents that could occur related to radiological equipment utilized in healthcare services, the County has developed capabilities to respond effectively to radiological incidents.

The Kansas City Kansas Fire Department's Hazardous Materials Response Team meets the Department of Homeland Security Type 1 Team standards with the exception of secure communications and evidence collection. ~~-(The FBI's Hazardous Materials Response team is responsible for evidence collection.)~~ -The team has the ability to perform field testing, air sampling and collection of known or suspected Weapons of



Mass Destruction (WMD) agents or other chemicals; to detect and monitor for radiation sources; capable of stopping the release of WMD agents and other hazardous substances; to decontaminate equipment, personnel and citizens. As such the team is trained to applicable standards to maintain their Type 1 Team status.

The Kansas City Kansas Fire Department's Training Officer maintains sources for radiological response training. In addition, the Mid-America LEPC and the Mid-America Regional Council assist in organizing regional training and exercises for hazardous materials response training.

The Kansas City Kansas Fire Department has standard operating procedures to respond to radiological incidents and planned radiological shipments.

2.3 *Warning/Alert/Public Announcement*

This section describes the required hazardous materials notification process to alert local, state, and federal authorities that a release/spill has occurred as well as procedures for warning the public of a release/spill.

Spill reporting and notification requirements

~~The spiller is responsible for reporting spills that impact the soil or waters of the state. Hazardous materials that are released in the air that exceed federal reportable quantities must also be reported~~

~~to the state reporting number.~~

~~The federally listed chemicals and reportable quantities (RQ) can be obtained at www.epa.gov/emergencies under the tab of "List of Lists". Kansas regulations and statutes regarding spill reporting are included on pages 8 and 9 of the Kansas Spill Notification document published by the Kansas Department of Health and Environment in cooperation with Kansas Division of Emergency Management and Kansas Corporation Commission. (Attached) The spiller may call one number 24/7 to make the required verbal notification to the state of Kansas.~~

~~Kansas Spill Reporting Number (24/7) 785-291-3333~~

Notification Requirements

Fixed Facility Incidents

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Any facility where an “extremely hazardous substance” is released in excess of the reportable quantity (RQ); and/or any facility where a hazardous substance on the Superfund (CERCLA) list is released in excess of the reportable quantity, should take the following immediate steps as soon as possible (normally meant to mean within 15 minutes of knowledge of the release):

Call 9-1-1. This constitutes notification to the LEPC.

Spill Reporting Instructions

The spiller is responsible for reporting spills that impact the soil or waters of the state. Hazardous materials that are released in the air that exceed federal reportable quantities must also be reported to the state reporting number. The federally listed chemicals and reportable quantities (RQ) can be obtained at www.epa.gov/emergencies under the tab of “List of Lists”. Kansas regulations and statutes regarding spill reporting are included on pages 8 through 9 of the Kansas Spill Notification booklet, dated December 1, 2014 (Attachment 2.) A spiller may call one number 24/7 to make the required verbal notification to the state of Kansas.

Kansas Spill Reporting Number (24/7) 785-291-3333

LEPC/ CEPR

If the release is not contained or threatens the health or safety of the local population, the Local Emergency Planning Committee (LEPC) within the county of the release must be notified first by dialing 911. The LEPC point of contact in most counties is the county emergency manager. Whenever a spill exceeds the RQ of federally listed hazardous materials, the LEPC must be notified and the Kansas Commission on Emergency Planning & Response (CEPR) requires a follow up written report within seven days after the verbal report. The Kansas Division of Emergency Management (KDEM) facilitates the follow up written report which is called a Form A report. KDEM also requires a follow up Form A report for petroleum spills that exceed 110 gallons.

KCC Regulated Spills

Spills that occur at oil and gas wells are reportable to the Kansas Corporation Commission (KCC). Spillers may call the same number above to be directed to the KCC reporting numbers (select option 1 and then option 3) or may call the KCC district offices direct. The KCC district office numbers are listed in Attachment .

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Call the spill line shown above and select option 1 if an oil spill flows off a lease into a waterway after normal business hours and report the spill to the National Response Center (NRC).

National Response Center

Whenever a spill exceeds the RQ of federally listed hazardous materials, it must also be reported to the National Response Center (NRC). Federal law also requires that any oil spill that has impacted or threatens a waterway must be reported to the NRC. EPA Region 7 Emergency Response Branch personnel monitor the NRC reports and may call the spiller back for more information.

NRC 24-hour number 800-424-8802

Call the National Response Center: 1-800-424-8802.

Information provided in the above notifications should include:

- Indication of whether the substance is an extremely hazardous substance;
- the medium or media into which the release occurred;
- any known or anticipated acute or chronic health risks associated with the release, and where appropriate, advice regarding medical attention necessary for exposed individuals;
- proper precautions to take as a result of the release including evacuation;
- amount of the substance(s) released or in danger of being released;
- location of the hazardous substance emergency and direction to the site;
- names, addresses and phone numbers of persons that may have information on the substances involved;
- when the hazardous substance emergency occurred;
- duration of the release and when it was discovered;
- actions taken to clean up the hazardous substance and to end the hazardous substance emergency and;
- other pertinent information as requested.

This Report will include actions taken to respond and contain the release; any known or anticipated acute or chronic health risks associated with the release; and, where appropriate, advice regarding medical attention necessary for exposed individuals.

The facility is required to provide ongoing information and assistance to the Fire Department, Emergency Management and the EOC as required by the situation.

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Fixed Facility Incidents

Any facility where an “extremely hazardous substance” is released in excess of the reportable quantity (RQ); and/or any facility where a hazardous substance on the Superfund (CERCLA) list is released in excess of the reportable quantity, should take the following immediate steps as soon as possible (normally meant to mean within 15 minutes of knowledge of the release):

4) ~~Call 9-1-1. This constitutes notification to the LEPC.
— Kansas Spill Reporting Number (24/7) 785-291-3333 (This constitute notification to the SERC)~~

5) ~~Call the KDEM's official 24-hour number (785/296-8013 or 800/275-0297). This constitute notification to the SERC:~~

6) ~~Call the National Response Center: 1-800-424-8802.~~

7) ~~Information provided in the above notifications should included:~~

- a. ~~Indication of whether the substance is an extremely hazardous substance;~~
- b. ~~the medium or media into which the release occurred;~~
- c. ~~any known or anticipated acute or chronic health risks associated with the release, and where appropriate, advice regarding medical attention necessary for exposed individuals;~~
- d. ~~proper precautions to take as a result of the release including evacuation;~~
- e. ~~amount of the substance(s) released or in danger of being released;~~
- f. ~~location of the hazardous substance emergency and direction to the site;~~
- g. ~~names, addresses and phone numbers of persons that may have information on the substances involved;~~
- h. ~~when the hazardous substance emergency occurred;~~
- i. ~~duration of the release and when it was discovered;~~
- j. ~~actions taken to clean up the hazardous substance and to end the hazardous substance emergency;~~
- k. ~~any other pertinent information as requested.~~

8) ~~As soon as practicable, Submit “Form A” (See Attachment 4.3) to the Kansas Division of Emergency Management within 7 days. FORM A can be completed online at <http://spillreporting.kansasatag.gov> or faxed to (785) 274-1426. Please note~~

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~~if FORM A is submitted online to Kansas, the LEPC is not automatically notified. Facilities must also submit copy of Form A to Mid-America LEPC via fax to 816-421-7758 or email to elynch@marc.org.~~

~~This Report will include actions taken to respond and contain the release; any known or anticipated acute or chronic health risks associated with the release; and, where appropriate, advice regarding medical attention necessary for exposed individuals.~~

~~The facility is required to provide ongoing information and assistance to the Fire Department, the Emergency Management Department and the EOC as required by the situation.~~

Transportation Incidents

Notification of a hazardous materials spill or release from transportation incidents is normally made through the Wyandotte County Communications Center, which will notify the Kansas City Kansas Fire Department. ~~CK Hazardous Materials Response Team.~~

Public Warning/Alert/Announcement

Public warning and notification of appropriate protective actions will be accomplished through a combination of different media including, but not limited to, the Emergency Alert System (EAS) and the broadcast media. ~~Written press releases and broadcast media information will be coordinated through ESF 15.~~

~~The capabilities of~~ The new Integrated Public Alert and Warning System (IPAWS) allows access to various methods to alert the public. It can be used to relay emergency information to the public regarding a hazardous materials spill or release. IPAWS can utilize—utilize NOAA All-Hazard Radios, cell phones, traffic display systems (i.e. SCOUT). i.e. SCOUT), television and television and broadcast radio to distribute information to the public regarding the event and protective actions. —may also be used to relay emergency information to the public regarding a hazardous materials spill or release.

~~The public address system on emergency vehicles may used use if necessary, and when feasible, the Police, Fire and Sheriff's Departments have vehicles equipped with public address systems that may be used to alert the public in the affected area(s). -In~~



addition, communication protocols exist to utilize various communications methods to ensure notification to those with functional and access needs, including those that are deaf or hard of hearing.

If requested by the IC, the EOC will notify any critical or high occupancy facilities located in the affected area. -In the event a facility cannot be notified by telephone and it is safe to do so, a Police Officer will be dispatched to make direct contact with the facility using the appropriate person ~~and~~ protective equipment.

~~For amplifying information on warning and notification activities, see ESF #2, Communications.~~

In the event of evacuation or shelter in-place situations, the “All Clear” announcement for the public to return to their homes or cease sheltering in-place will be given in the same formats that the original warnings and instructions were given. If a shelter was established, shelter managers will be notified to give shelter residents the all clear. Shelter managers will coordinate with ESF 1, Transportation, if necessary to return displaced persons to their homes or businesses. -

2.4 Contamination

The Kansas City, Kansas ~~(KCK)~~ Fire Department's Hazardous Materials Response Team responds locally and regionally with ~~has~~ specialized equipment and trained personnel with the capability to respond to most hazardous materials incidents in Wyandotte County. ~~Equipment lists and training records are maintained by the KCK Fire Department. The Kansas City, Kansas Fire Department's Hazardous Materials Response Team has the capability of performing the following functions:~~

- ~~•~~ Field testing ing of known and unknown substances
- ~~•~~
- Air monitoring ~~& Decontamination~~
- Sampling of known and unknown industrial chemicals and some WMD chemical/biological substances
- Radiation detection of alpha, beta and gamma rays
- ~~•~~ Using technical references from printed and electronic sources including ~~Detect~~ and assess the extent of contamination utilizing ~~-plume air~~ modeling, chemical

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and WMD chemical databases. These results, along with data layers available from the Geospatial Services Department will be utilized to determine the population and facilities likely to be affected.

- Stabilize release and prevent the spread of contamination
- ~~Haz-Mat response, both local and regional.~~

~~The KCK Fire Department's Hazardous Materials Response Team will utilize specialized equipment to detect and assess the extent of contamination. Plume modeling software will be utilized to determine the area or extent of contamination. These results, along with data layers available from the Geospatial Services Department will be utilized to determine the population and facilities likely to be affected.~~

~~The~~ The e-Kansas City Kansas ~~KCK~~ Fire Department's Hazardous Materials Response Team will stabilize release and prevent the spread of contamination in accordance with their Standard Operating Procedures. Methods used will be based on the material released/spilled, as well as the size, scope, and duration of the incident.

2.5 Medical Operations

~~Emergency Health and Medical operations are discussed in ESF 8, Health and Medical Services. In addition to their normal emergency procedures, the Emergency Medical Services (EMS) personnel responding to a hazardous materials incident will:~~

- ~~Assess the health hazard of the identified hazardous material;~~
- ~~Provide pre and post incident health monitoring of response personnel;~~
- ~~Provide basic and advanced life support to incident victims and response personnel if needed;~~
- ~~Advise the Incident Commander on responding personnel exposure time based on examination;~~
- ~~Communicate health hazard information from the scene to emergency rooms or other elements of the medical system;~~
- ~~Initiate and maintain incident exposure records;~~
- ~~If required, establish EMS command and triage and serve as primary or secondary triage officers;~~
- ~~Provide transportation of the injured; and~~
- ~~Maintain communications with the EOC.~~



Surveillance

~~Health monitoring will be conducted to establish an individual medical baseline for responding personnel who may experience toxic exposure to hazardous materials. Each person who enters the area will be provided with pre- and post-entrance on-site physical examinations and a list will be maintained of all those who entered the area.~~

~~All medical surveillance and monitoring should be performed in a designated area outside the affected area and adjacent to the decontamination area. When possible, this observation should include:~~

- ~~• Time of entry and exit~~
- ~~• Air supply consumption record~~
- ~~• Heart and respiratory rates, body temperature, blood pressure~~
- ~~• Lung sounds~~
- ~~• Electrocardiogram~~
- ~~• Level of consciousness~~
- ~~• Body weight~~
- ~~• Skin color, capillary refill~~
- ~~• Pupillary reaction~~
- ~~• Recent medical history, including medications~~

Decontamination

Hazardous materials decontamination should be directed toward reduction of absorption, prevention of systemic exposure, confinement of the material to specific areas and the prevention of personnel contamination.

Decontamination personnel outfitted with proper personnel protective equipment will establish a decontamination area as directed by the incident commander. ~~At a minimum, decontamination should consist of a minimum two-stage process of deluge water flushing – attention should be paid to water runoff and notification made to Pollution Control.~~

Decontaminated victims should be prepared for transport with the proper clothing. Weather conditions may require adjustment of the decontamination procedures used.



The personal effects and equipment of individuals will be removed, collected, decontaminated, documented and properly contained.

Hospitals

The Incident Commander is responsible for ensuring that [all receiving hospitals](#) ~~are personnel are~~ notified of the following:

- The victims have suffered exposure to a hazardous material
- The type of hazardous material and amount of suspected exposure
- Approximate number of victims involved and their estimated time of arrival to facility
- ~~S~~[Current](#) status of the victims (i.e., decontamination in progress)

~~The receiving hospital will notify EMS providers at the scene of special procedures to follow (access route to emergency room, etc.) and the current capacity of their facility.~~
All communications between hospitals and on-site EMS personnel should be coordinated through the MARCER Medical Communications System (for additional information, see ESF-~~8~~ [8](#)—Health and Medical Services [Annex](#)).

2.62.5 *Environmental Clean-Up*

Cleanup and recovery is the final stage of hazardous materials incident response. ~~-~~ The shipper, spiller, or owner of the hazardous material that was spilled / released is responsible for recovery and clean up. ~~-~~ The hazardous materials response teams and other emergency response personnel usually do not participate in this stage of an incident. Many times, clean up operations will be conducted by private firms contracted [for](#) by the responsible party.

The [Environmental Division of the](#) Wyandotte County Public Health Departments, ~~Environmental Division~~ will coordinate with the Kansas Department of Health and Environment and the Environmental Protection Agency as needed to oversee clean-up efforts.

The responsibility for declaring the area affected by a hazardous material “safe” or “clean” varies based on the scope of the incident. On small releases that are quickly managed, the Incident Commander may make this determination. ~~-~~ Larger or more

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complex incidents will be declared clean by the Public Health Department's Environmental personnel or KDHE representatives.

2.7—Considerations for Functional and Access Needs Populations and Children

~~The Unified Government has a local ADA Coordinator position within the Human Services Department 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 10 Coordinator(s) will consult with the ADA Coordinator, or ADA Response Coordinator, if assigned, to ensure oil and hazardous materials response operations consider functional and access needs populations.~~

~~If Oil and Hazardous Materials spills or releases involve facilities occupied by functional and access needs populations or children, Oil and Hazardous Materials Response Teams and other first responders will take appropriate measures to meet specific needs involved with warning and transport. If necessary, the ADA Coordinator or ADA Response Coordinator, if assigned, will be consulted to determine what specific actions should be taken during Oil and Hazardous Materials Response operations.~~

~~The Fire Departments in Wyandotte County are equipped to handle evacuations/rescue of individuals with functional and access needs. In the event of evacuation of a large facility, ESF 10 would coordinate closely with ESF 1, Transportation to transport evacuees and with ESF 8, Public Health and Medical Services for the transport of 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. For those languages for which no individuals have been identified, Wyandotte County subscribes to Language Line. 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. 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.~~

2.8 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 10 in each of the four emergency management phases: preparedness, response, recovery and mitigation.~~

2.8.1 Preparedness

Agency	Action
All Agencies	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of assigned functions.
All Agencies	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
All Agencies	Participate in Emergency Management training and exercises.
All Agencies	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.
Bonner Springs Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Edwardsville Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
KCK Fire Department, Hazardous Materials Response Team	Maintain a list of facilities in Wyandotte County using reportable quantities of hazardous materials in coordination with the Mid-America LEPC.
KCK Fire Department, Hazardous Materials Response Team	In coordination with the Emergency Management Department, maintain and update the ESF 10 Annex and attachments.
KCK Fire Department, Hazardous Materials Response Team	Work with the Emergency Management Department to ensure training is conducted for all agencies involved in ESF 10.
KCK Fire Department, Hazardous Materials Response Team	Review the hazards most likely to affect Wyandotte County and identify potential vulnerabilities that impact the hazardous materials response function.
KCK Fire Department, Hazardous Materials Response Team	Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.
KCK Fire Department, Hazardous Materials Response Team	Develop and implement hazmat response actions to be carried out by the operations section.
KCK Fire Department, Hazardous Materials Response Team	Ensure emergency response plans for regulated haz-mat facilities are incorporated in the response operations for an incident at the facility.



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ESF 10—Oil and Hazardous Materials Response

Agency	Action
KCK Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Mid-America Local Emergency Planning Committee	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
Mid-America Local Emergency Planning Committee	Identify the routes likely to be used to transport hazardous substances.
Mid-America Local Emergency Planning Committee	Identify Emergency Coordinators for regulated haz-mat facilities
Unified Government Emergency Management Department	Identify hazardous materials training needs and ensure all responding agencies are trained to at least the Hazardous Materials Awareness Level.
Unified Government Emergency Management Department	Prepare and distribute an exercise schedule to support the EOP, including ESF 10 activities
Unified Government Emergency Management Department	Identify local availability of public and private resources suitable for use during a hazardous materials incident including radiological instruments
Unified Government Emergency Management Department	Identify critical facilities that are at increased risk due to proximity to a regulated haz-mat facility
Wyandotte County Sheriffs Office	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.

2.8.2 Response

Agency	Action
All Agencies	When requested, deploy a representative to the EOC to assist with ESF10 activities.
All Agencies	Provide ongoing status reports as requested by the Hazardous Materials Response 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 State and Federal reimbursement become available.
Board of Public Utilities	Recommend the necessary actions to protect the potable water system from the effects of a hazardous materials release.
Board of Public Utilities	Provide technical assistance, resources and personnel to assist with ESF 10 activities.
Bonner Springs EMS Department	Provide basic and advanced life support to incident victims.
Bonner Springs EMS Department	Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.
Bonner Springs EMS Department	If required, establish EMS command and triage and serve as primary or secondary triage officers.
Bonner Springs EMS Department	Provide transportation of the injured.
Bonner Springs EMS Department	Coordinate medical evacuation of any casualties.
Bonner Springs EMS Department	As required coordinate with area hospitals (this may include base line evaluations of evacuees and responding personnel).
Bonner Springs EMS Department	Utilize ICS structure for hazardous materials response operations in the field



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ESF 10—Oil and Hazardous Materials Response

Agency	Action
Bonner Springs Fire Department	Provide personnel and resources to assist the KCK Fire Department's Hazardous Materials Response Team.
Bonner Springs Fire Department	Ensure personnel are trained in hazardous materials response.
Bonner Springs Police Department	Assist with the evacuation of endangered people.
Bonner Springs Police Department	Provide security for the restricted area.
Bonner Springs Police Department	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
Bonner Springs Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Bonner Springs Public Works Department	Make heavy equipment, trucks and personnel available as required.
Bonner Springs Public Works Department	Provide sand and other supplies to help contain a hazardous materials spill or release.
Bonner Springs Public Works Department	Contact private construction contractors for additional resources, if necessary.
Bonner Springs Public Works Department	Provide technical advice on the effects of a release onto roads and bridges.
Bonner Springs Public Works Department	Provide advice on possible structural repairs and containment construction, as required.
Edwardsville Fire Department	Provide personnel and resources to assist the KCK Fire Department's Hazardous Materials Response Team.
Edwardsville Fire Department	Ensure personnel are trained in hazardous materials response.
Edwardsville Police Department	Assist with the evacuation of endangered people.
Edwardsville Police Department	Provide security for the restricted area.
Edwardsville Police Department	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
Edwardsville Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Edwardsville Public Works Department	Make heavy equipment, trucks and personnel available as required.
Edwardsville Public Works Department	Provide sand and other supplies to help contain a hazardous materials spill or release.
Edwardsville Public Works Department	Contact private construction contractors for additional resources, if necessary.
Edwardsville Public Works Department	Provide technical advice on the effects of a release onto roads and bridges.
Edwardsville Public Works Department	Provide advice on possible structural repairs and containment construction, as required.
Environmental Protection Agency	Provide equipment and personnel to assist with air quality monitoring and other environmental issues.
Environmental Protection Agency	Serve as a liaison with other Federal agencies involved in ESF 10 activities.
Fairfax Drainage District	Recommend the necessary actions to protect the drainage system from the effects of a hazardous materials release.
Kansas Army National Guard	Provide resources and support to augment County capabilities.
Kansas Department of Health and Environment	Provide equipment and personnel to assist with environmental monitoring.



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ESF 10—Oil and Hazardous Materials Response

Agency	Action
Kansas Department of Health and Environment	Provide technical assistance and data to assist the IC and the EOC
Kansas Department of Health and Environment	Serve as a liaison with other State agencies involved in ESF 10 activities.
Kansas Department of Health and Environment	Assure that environmental clean-up and disposal of contaminated waste is accomplished at sites.
Kansas Department of Transportation	Provide heavy equipment, trucks, personnel and supplies to augment the County's Public Works Departments
Kansas Highway Patrol	Augment the normal law enforcement activities in Wyandotte County
Kansas Highway Patrol	Provide traffic control on any state roadway located in the restricted area.
KAW Valley Drainage District	Recommend the necessary actions to protect the drainage system from the effects of a hazardous materials release.
KCKFD-EMS Division	Provide basic and advanced life support to incident victims.
KCKFD-EMS Division	Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.
KCKFD-EMS Division	Initiate and maintain incident exposure records.
KCKFD-EMS Division	If required, establish EMS command and triage and serve as primary or secondary triage officers.
KCKFD-EMS Division	Provide transportation of the injured.
KCKFD-EMS Division	Coordinate medical evacuation of any casualties.
KCKFD-EMS Division	As required coordinate with area hospitals (this may include base line evaluations of evacuees and responding personnel).
KCK Fire Department, Hazardous Materials Response Team	Deploy trained personnel to assume the role of incident Commander at the scene and implement the Incident Command System
KCK Fire Department, Hazardous Materials Response Team	Determine the hazard level of the incident and direct overall response operations.
KCK Fire Department, Hazardous Materials Response Team	Deploy a representative to the Wyandotte County Emergency Operations Center (EOC) to coordinate ESF 10 activities.
KCK Fire Department, Hazardous Materials Response Team	Determine appropriate protective actions and work with ESF 15 to disseminate information to the public, including "all clear" when incident is over.
KCK Fire Department, Hazardous Materials Response Team	Coordinate all responding hazardous materials response resources
KCK Fire Department, Hazardous Materials Response Team	Ensure personnel are outfitted with and trained to use appropriate personal protective equipment
KCK Fire Department, Hazardous Materials Response Team	Work with Emergency Medical Services to ensure exposure records are maintained for emergency workers.
KCK Fire Department, Hazardous Materials Response Team	The ESF 10 Coordinator will work with Finance to ensure records are maintained in a manner meeting federal and state requirements to help ensure reimbursement in the event of a federal disaster declaration.
KCK Fire Department, Hazardous Materials Response Team	The ESF 10 Coordinator will work with the EOC Data and Technology Coordinator to use the capabilities of WebEOC, to support collection, processing, and dissemination of information on Oil and Hazardous Materials activities to and from the EOC
KCK Fire Department, Hazardous Materials Response Team	Implement hazardous materials response procedures and keep the EOC informed of all field activities and resource requests.



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ESF 10—Oil and Hazardous Materials Response

Agency	Action
KCK Fire Department, Hazardous Materials Response Team	Utilize ICS structure for hazardous materials response operations in the field
KCK Fire Department, Hazardous Materials Response Team	Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.
KCK Fire Department, Hazardous Materials Response Team	Develop and implement hazmat response actions to be carried out by the operations section.
KCK Fire Department, Hazardous Materials Response Team	Detect and assess extent of contamination utilizing field testing, air monitoring, radiation detection, technical reference resources, plume air modeling, etc.
KCK Fire Department, Hazardous Materials Response Team	Stabilize haz-mat release and prevent the spread of contamination
KCK Fire Department, Hazardous Materials Response Team	Activate procedures to handle functional and access needs populations to include but not limited to: Care Facilities, Assisted Living Centers, Independent Living Facilities, Schools, Hospitals, and Daycare Facilities
KCK Fire Department, Hazardous Materials Response Team	Ensure emergency response plans for regulated haz-mat facilities are incorporated in the response operations for an incident at the facility
KCK Police Department	Provide a liaison officer to the Incident Commander and/or the EOC.
KCK Police Department	Assist with the evacuation of endangered people.
KCK Police Department	Provide security for the restricted area.
KCK Police Department	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
KCK Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Mid-America Local Emergency Planning Committee	Provide oversight and guidance for all hazardous materials planning.
Mid-America Local Emergency Planning Committee	Hold regularly scheduled meetings.
Mid-America Local Emergency Planning Committee	Jointly with the KCK Fire Department, maintain the list of facilities reporting hazardous materials.
Mid-America Local Emergency Planning Committee	Serve as the point of contact for Community Right to Know.
Mid-America Local Emergency Planning Committee	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
Mid-America Local Emergency Planning Committee	Serve as the community emergency coordinator in accordance with the Emergency Planning and Community Right-to-know Act (EPCRA)
Private Sector	Provide equipment and personnel to assist with hazardous materials response and recovery
Providence Medical Center	Provide patient care as described in ESF 8—Public Health and Medical Services.
Unified Government Emergency Management Department	Serve on the Metropolitan Emergency Management Committee



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ESF 10—Oil and Hazardous Materials Response

Agency	Action
Unified Government Emergency-Management Department	Coordinate with state and federal agencies.
Unified Government Emergency-Management Department	Maintain the other functional elements of the Wyandotte County Emergency Operations Plan in support of ESF 10.
Unified Government Emergency-Management Department	Provide initial notification for ESF 10.
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 Emergency-Management Department	Assure that the proper local, state, and federal authorities are notified that a release/spill has occurred in accordance with notification requirements.
Unified Government Engineering Division	Provide technical advice on the effects of a release onto roads and bridges.
Unified Government Engineering Division	Provide advice on possible structural repairs and containment construction, as required.
Unified Government Public Health Department	Provide technical advice on public health and safety hazards resulting from the release.
Unified Government Public Health Department	Notify and maintain liaison with appropriate state and federal health agencies.
Unified Government Public Health Department	Serve as a liaison with the Kansas Department of Health and Environment.
Unified Government Public Works Department	Make heavy equipment, trucks and personnel available as required.
Unified Government Public Works Department	Provide sand and other supplies to help contain a hazardous materials spill or release.
Unified Government Public Works Department	Contact private construction contractors for additional resources, if necessary.
Unified Government Transit Department	Provide busses to assist with evacuation.
Unified Government Transit Department	Provide a representative to the EOC to coordinate evacuation transportation issues.
Unified Government Water Pollution Control Division	Provide a liaison to the Incident Commander and/or the EOC as requested.
Unified Government Water Pollution Control Division	Recommend the necessary actions to protect the sewage system from the effects of a hazardous materials release.
University of Kansas Medical Center & Hospital	Provide patient care as described in ESF 8—Public Health and Medical Services.
Wyandotte County Sheriff's Office	Provide a liaison officer to the Incident Commander and/or the EOC.
Wyandotte County Sheriff's Office	Assist with the evacuation of endangered people.
Wyandotte County Sheriff's Office	Provide security for the restricted area.
Wyandotte County Sheriff's Office	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
Wyandotte County Sheriff's Office	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.

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2.8.3 Recovery

Agency	Action
All Agencies	Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
All Agencies	Participate in after-action briefings and develop after action reports.
KCK Fire Department, Hazardous Materials Response Team	The ESF 10 Coordinator will work with Finance to ensure records are maintained in a manner meeting federal and state requirements to help ensure reimbursement in the event of a federal disaster declaration.
KCK Fire Department, Hazardous Materials Response Team	In coordination with the Emergency Management Department, maintain and update the ESF 10 Annex and attachments.
KCK Fire Department, Hazardous Materials Response Team	Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.
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.

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2.8.4 Mitigation

Agency	Action
All Agencies	Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of assigned functions
All Agencies	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
All Agencies	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.
Bonner Springs Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Edwardsville Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
KCK Fire Department, Hazardous Materials Response Team	Maintain a list of facilities in Wyandotte County using reportable quantities of hazardous materials in coordination with the Mid-America LEPC.
KCK Fire Department, Hazardous Materials Response Team	Review the hazards most likely to affect Wyandotte County and identify potential vulnerabilities that impact the hazardous materials response function



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ESF 10—Oil and Hazardous Materials Response

Agency	Action
KCK Fire Department, Hazardous Materials Response Team	Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.
KCK Fire Department, Hazardous Materials Response Team	Develop and implement hazmat response actions to be carried out by the operations section.
KCK Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Mid-America Local Emergency Planning Committee	Develop emergency preparedness programs for hazardous materials incidents
Mid-America Local Emergency Planning Committee	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
Mid-America Local Emergency Planning Committee	Identify the routes likely to be used to transport hazardous substances.
Mid-America Local Emergency Planning Committee	Identify Emergency Coordinators for regulated haz-mat facilities
Unified Government Emergency Management Department	Identify hazardous materials training needs and ensure all responding agencies are trained to at least the Hazardous Materials Awareness Level.
Unified Government Emergency Management Department	Prepare and distribute an exercise schedule to support the EOP, including ESF 10 activities
Unified Government Emergency Management Department	Identify local availability of public and private resources suitable for use during a hazardous materials incident including radiological instruments
Unified Government Emergency Management Department	Identify critical facilities that are at increased risk due to proximity to a regulated haz-mat facility
Wyandotte County Sheriff's Office	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.

In addition, Chapter 4 of the *Wyandotte County Multi-hazard Mitigation Plan* details specific mitigation measures related to hazardous materials response:
http://www.wycokck.org/InternetDept.aspx?id=22574&menu_id=950&banner=15284.

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3 RESPONSIBILITIES

This section describes responsibilities and actions designated to all agencies, coordinating, primary and support agencies. Actions are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation.

Overall Actions Assigned to All Members

Overall Actions Assigned to All Agencies

Preparedness (Pre-Event) Actions for ESF 10 – Oil and Hazard Materials Response

- | | |
|----------|--|
| <u>1</u> | <u>Maintain a central personnel roster, contact, and resource lists to support ESF-10 tasks.</u> |
| <u>2</u> | <u>Identify who is responsible for initial notification of ESF-10 personnel.</u> |
| <u>3</u> | <u>Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support ESF-10.</u> |
| <u>4</u> | <u>Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).</u> |
| <u>5</u> | <u>Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.</u> |
| <u>6</u> | <u>Participate in the development, review and maintenance of the ESF-10 Annex.</u> |
| <u>7</u> | <u>Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.</u> |
| <u>8</u> | <u>Participate in emergency management exercises and training.</u> |

Overall Actions Assigned to All Members

Response (During Event) Actions for ESF 10 – Oil and Hazard Materials Response

- | | |
|----------|---|
| <u>1</u> | <u>Provide a representative to the County EOC, when requested.</u> |
| <u>2</u> | <u>Provide field support for emergency responders at the scene.</u> |
| <u>3</u> | <u>Collect, process, and disseminate information to and from the EOC, utilizing WebEOC.</u> |
| <u>4</u> | <u>Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF 10.</u> |
| <u>5</u> | <u>Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.</u> |
| <u>6</u> | <u>Document actions, activities and decisions.</u> |
| <u>7</u> | <u>Work with the other members of the EOC team to set priorities and assign resources.</u> |



8	Provide ongoing status reports as requested by the ESF 109 Coordinator, Emergency Management or senior leadership.
9	Utilize ICS.

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Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 10 – Oil and Hazard Materials Response</i>	
1	Continue to perform tasks necessary for recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 10 Coordinator, Emergency Management or senior leadership.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 10 – Oil and Hazard Materials Response</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.

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

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- ~~• 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 10 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.~~

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- ~~Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.~~

Coordinating: Kansas City Kansas Fire Department

Preparedness (Pre-Event) Actions for ESF 10 - Kansas City Kansas Fire Department

- 1 Actions assigned to all ESF partners.
- 2 Identify procedures for notification to the public about the status of hazmat facilities and transports.
- 3 Identify critical facilities that may contain hazardous materials and develop a response plan for those facilities.
- 4 Develop emergency preparedness programs for hazardous materials incidents.
- 5 Identify responsibilities for liaison roles with State and adjacent county public works officials.
- 6 Maintain a list of facilities in Wyandotte County using reportable quantities of hazardous materials in coordination with the Mid-America LEPC.
- 7 Work with the Emergency Management ~~to~~ Management to conduct training for all agencies involved in ESF 10.
- 8 Review the hazards most likely to affect Wyandotte County and identify potential vulnerabilities that impact the hazardous materials response function

Response (During Event) Actions for ESF 10- Kansas City Kansas Fire Department

- 1 When requested, deploy a representative to the EOC to assist with ESF10 activities.
- 2 Coordinate all responding hazardous materials response resources.
- 3 Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.
- 4 Determine the hazard level of the incident and direct overall response operations.
- 5 Ensure personnel are outfitted with and trained to use appropriate personal protective equipment.
- 6 Work with Emergency Medical Services to ensure exposure records are maintained for emergency workers.
- 7 Determine appropriate protective actions and work with ESF 15 to disseminate information to the public, including "all clear" when incident is over.
- 8 Field personnel will utilize ICS and implement hazardous materials response operations (Detect and assess extent of contamination utilizing field testing, air monitoring, radiation detection, technical reference resources, plume air modeling, etc. and stabilize the release and prevent the spread of contamination) and keep the EOC informed of all field activities and resource requests.
- 9 The ESF 10 Coordinator will work with the EOC Data and Technology Coordinator to use the capabilities of WebEOC, to support collection, processing, and dissemination of information on Oil and Hazardous Materials activities to and from



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	the EOC.
10	<u>Activate procedures to handle functional and access needs populations to include but not limited to: are Facilities, Assisted Living Centers, Independent Living Facilities, Schools, Hospitals, and Daycare Facilities.</u>
11	<u>Ensure emergency response plans for regulated haz-mat facilities are incorporated in the response operations for an incident at the facility.</u>
12	<u>As required coordinate and communicated with are/receiving hospitals.</u>
13	<u>Provide basic and advanced life support to incident victims and provide transportation of the injured.</u>
14	<u>If required, establish EMS command and triage and serve as primary or secondary triage officers.</u>
15	<u>Coordinate medical evacuation of any casualties.</u>
16	<u>Stabilize haz-mat release and prevent the spread of contamination</u>
<u>Recovery (Post Event) Actions for ESF 10 - Kansas City Kansas Fire Department</u>	
1	<u>Actions assigned to all ESF partners.</u>
2	<u>Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.</u>
3	<u>The ESF 10 Coordinator will work with the EOC Data and Technology Coordinator to use the capabilities of WebEOC, to support collection, processing, and dissemination of information on Oil and Hazardous Materials activities to and from the EOC.</u>
<u>Mitigation Actions for ESF 10 - Kansas City Kansas Fire Department</u>	
1	<u>Actions assigned to all ESF partners.</u>
2	<u>Participate in the hazard identification process and identify and correct vulnerabilities.</u>
3	<u>Maintain a list of facilities in Wyandotte County using reportable quantities of hazardous materials in coordination with the Mid-America LEPC.</u>
4	<u>Review the hazards most likely to affect Wyandotte County and identify potential vulnerabilities that impact the hazardous materials response function</u>
	<u>Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.</u>
	<u>Participate in identification and planning response to potential radiological incidents.</u>
	<u>Provide ESF-10 representative for update of mitigation plan.</u>
<u>Primary: Bonner Springs Fire Department</u>	
<u>Preparedness (Pre-Event) Actions for Bonner Springs Fire Department</u>	
1	<u>Actions assigned to all ESF partners.</u>
<u>Response (During Event) Actions for Bonner Springs Fire Department</u>	
1	<u>Actions assigned to all ESF partners.</u>
2	<u>Provide personnel and resources to assist the Kansas City Fire Department's</u>

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	Hazardous Materials Response Team.
3	Ensure personnel are trained in hazardous materials response.
<u>Recovery (Post Event) Actions for Bonner Springs Fire Department</u>	
1	Actions assigned to all ESF partners.
<u>Mitigation Actions for Bonner Springs Fire Department</u>	
1	Actions assigned to all ESF partners.
<u>Primary: Edwardsville Fire Department</u>	
<u>Preparedness (Pre-Event) Actions for Edwardsville Fire Department</u>	
1	Actions assigned to all ESF partners.
<u>Response (During Event) Actions for Edwardsville Fire Department</u>	
1	Actions assigned to all ESF partners.
2	Provide personnel and resources to assist the Kansas City Kansas Fire Department's Hazardous Materials Response Team.
5	Ensure personnel are trained in hazardous materials response.
<u>Recovery (Post Event) Actions for Edwardsville Fire Department</u>	
1	Actions assigned to all ESF partners.
<u>Mitigation Actions for Edwardsville Fire Department</u>	
1	Actions assigned to all ESF partners.
<u>Support: Board of Public Utilities</u>	
<u>Preparedness (Pre-Event) Actions for Board of Public Utilities</u> <u>ESF 10—Oil and Hazardous Materials</u>	
1	Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<u>Response (During Event) Actions for Board of Public Utilities</u> <u>ESF 10—Oil and Hazardous Materials</u>	
1	Actions assigned to all ESF partners. When requested, deploy a representative to the EOC to assist with ESF 10 activities.
2	Recommend the necessary actions to protect the potable water system from the effects of a hazardous materials release.
3	Provide technical assistance, resources and personnel to assist with ESF 10 activities.
<u>Recovery (Post Event) Actions for Board of Public Utilities</u> <u>ESF 10—Oil and Hazardous Materials</u>	
1	Actions assigned to all ESF partners. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
<u>Mitigation Actions for Board of Public Utilities</u> <u>ESF 10—Oil and Hazardous Materials</u>	

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<u>1</u>	<u>Actions assigned to all ESF partners. 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>3</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.</u>

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Support: Bonner Springs Emergency Medical Services

Preparedness (Pre-Event) Actions for Bonner Springs Emergency Medical Services ESF 10—Oil and Hazardous Materials

<u>1</u>	<u>Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
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Response (During Event) Actions for Bonner Springs Emergency Medical Services ESF 10—Oil and Hazardous Materials

<u>1</u>	<u>Actions assigned to all ESF partners. When requested, deploy a representative to the EOC to assist with ESF10 activities.</u>
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<u>2</u>	<u>Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
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<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>
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<u>2</u>	<u>Provide basic and advanced life support to incident victims.</u>
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<u>3</u>	<u>Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.</u>
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<u>4</u>	<u>If required, establish EMS command and triage and serve as primary or secondary triage officers.</u>
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<u>5</u>	<u>Provide transportation of the injured.</u>
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<u>6</u>	<u>Coordinate medical evacuation of any casualties.</u>
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<u>7</u>	<u>As required coordinate with area hospitals (this may include base line evaluations of evacuees and responding personnel).</u>
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Recovery (Post Event) Actions for Bonner Springs Emergency Medical Services ESF 10—Oil and Hazardous Materials

<u>1</u>	<u>Actions assigned to all ESF partners. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
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Mitigation Actions for Bonner Springs Emergency Medical Services ESF 10—Oil and Hazardous Materials

<u>1</u>	<u>Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of</u>
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	<u>their assigned functions.</u>
<u>3</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.</u>
Bonner Springs Fire Department Actions assigned to all ESF partners. Bonner Springs Fire Department Actions assigned to all ESF partners. Bonner Springs Fire Department Actions assigned to all ESF partners. Bonner Springs Fire Department Actions assigned to all ESF partners.	
Support: Bonner Springs Police Department	
<u>Preparedness (Pre-Event) Actions for Bonner Springs Police Department</u>	
<u>1</u>	<u>Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>2</u>	<u>Identify evacuation routes surrounding regulated facilities.</u>
<u>Response (During Event) Actions for Bonner Springs Police Department</u>	
<u>1</u>	<u>Actions assigned to all ESF partners. When requested, deploy a representative to the EOC to assist with ESF10 activities.</u>
<u>2</u>	<u>Assist with the evacuation of endangered people.</u>
<u>3</u>	<u>Provide security for the restricted area.</u>
<u>4</u>	<u>At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.</u>
<u>5</u>	<u>In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.</u>
<u>Recovery (Post Event) Actions for Bonner Springs Police Department</u>	
<u>1</u>	<u>Actions assigned to all ESF partners. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
<u>Mitigation Actions for Bonner Springs Police Department</u>	
<u>1</u>	<u>Actions assigned to all ESF partners. 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 rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.</u>
<u>4</u>	<u>In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.</u>
Support: Bonner Springs Public Works	
<u>Preparedness (Pre-Event) Actions for Bonner Springs Public Works</u>	
<u>1</u>	<u>Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
<u>Response (During Event) Actions for Bonner Springs Public Works</u>	
<u>1</u>	<u>Actions assigned to all ESF partners. When requested, deploy a representative to the</u>

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	EOC to assist with ESF10 activities.
2	Make heavy equipment, trucks and personnel available as required.
3	Provide sand and other supplies to help contain a hazardous materials spill or release.
4	Contact private construction contractors for additional resources, if necessary.
5	Provide technical advice on the effects of a release onto roads and bridges.
<i>Recovery (Post Event) Actions for Bonner Springs Public Works</i>	
1	Actions assigned to all ESF partners. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
2	Participate in after-action briefings and develop after action reports.
<i>Mitigation Actions for Bonner Springs Public Works</i>	
1	Actions assigned to all ESF partners. 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.
3	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.
<i>Fire</i> Fire Actions assigned to all ESF partners. <i>Fire</i> Fire Actions assigned to all ESF partners. <i>Fire</i> Fire Actions assigned to all ESF partners. <i>Fire</i> Fire Actions assigned to all ESF partners.	
<i>Support: Edwardsville Police Department</i>	
<i>Preparedness (Pre-Event) Actions for Edwardsville Police Department</i>	
1	Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2	Identify evacuation routes surrounding regulated facilities.
<i>Response (During Event) Actions for Edwardsville Police Department</i>	
1	Actions assigned to all ESF partners. When requested, deploy a representative to the EOC to assist with ESF10 activities.
2	Assist with the evacuation of endangered people.
3	Provide security for the restricted area.
4	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
5	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
<i>Recovery (Post Event) Actions for Edwardsville Police Department</i>	
1	Actions assigned to all ESF partners. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
<i>Mitigation Actions for Edwardsville Police Department</i>	

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- 1 Actions assigned to all ESF partners. ~~Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.~~

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Support: Edwardsville Public Works

Preparedness (Pre-Event) Actions for ~~ES~~ Edwardsville Public Works

- 1 Actions assigned to all ESF partners.

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Response (During Event) Actions for Edwardsville Public Works

- 1 Actions assigned to all ESF partners. ~~When requested, deploy a representative to the EOC to assist with ESF10 activities.~~

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- 2 Make heavy equipment, trucks and personnel available as required.

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- 3 Provide sand and other supplies to help contain a hazardous materials spill or release.

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- 4 Contact private construction contractors for additional resources, if necessary.

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- 5 Provide technical advice on the effects of a release onto roads and bridges.

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Recovery (Post Event) Actions for Edwardsville Public Works

- 1 Actions assigned to all ESF partners. ~~Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.~~

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Mitigation Actions for Edwardsville Public Works

- 1 Actions assigned to all ESF partners. ~~Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.~~

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- 3 Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.

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Support: Fairfax Drainage District

Preparedness (Pre-Event) Actions for Fairfax Drainage District

- 1 Actions assigned to all ESF partners.

Response (During Event) Actions for Fairfax Drainage District

- 1 Actions assigned to all ESF partners.

- 2 Recommend the necessary actions to protect the drainage system from the effects of a hazardous materials release.

Recovery (Post Event) Actions for Fairfax Drainage District

- 1 Actions assigned to all ESF partners.

Mitigation Actions for Fairfax Drainage District

- 1 Actions assigned to all ESF partners.

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Support: Kansas City Kansas Police Department

Preparedness (Pre-Event) Actions for Kansas City Kansas Police Department

- 1 Actions assigned to all ESF partners.

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2 Assist with the identification of evacuation routes from risk areas surrounding regulated facilities.

Response (During Event) Actions for Kansas City Kansas Police Department

1 Actions assigned to all ESF partners.

4 Assist with the evacuation of endangered people.

5 Provide security for the restricted area.

6 At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.

7 In coordination with the Incident Command, identify evacuations routes and coordinate evacuation from risk areas surrounding regulated facilities.

Recovery (Post Event) Actions for Kansas City Kansas Police Department

1 Actions assigned to all ESF partners.

Mitigation Actions for Kansas City Kansas Police Department

1 Actions assigned to all ESF partners.

Maintain the list of facilities reporting hazardous materials. Provide oversight and guidance for all hazardous materials planning. Serve as the community emergency coordinator in accordance with the Emergency Planning and Community Right-to-know Act (EPCRA).

~~Actions assigned to all ESF partners. Unified Government Public Works~~
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Support: Kansas Corporation Commission

Preparedness (Pre-Event) Actions for Kansas Corporation Commission

1 Assist in the location of electrical transmission lines.

2 Maintain a database of all spills that occur in the state that are associated with oil and gas production facilities.

3 Maintain a database of all licensed operators and oil field related wells in existence in the state.

Response (During Event) Actions for Kansas Corporation Commission

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2017 ~~2~~ Emergency
Operations Plan

ESF 10—Oil and Hazardous Materials Response

	preparedness across the state.
	Supports the development and delivery of radiological emergency response training.
	Maintains the Kansas Radiological Response Plan for Nuclear Facilities.
	Maintains an inventory of radiological instruments that are ready to deploy.
	Provide assistance with planning and coordinating debris disposal as a result of a natural disaster or hazardous materials release.
	Serves as the state notification point for all releases or discharges that are subject to the EPCRA, Section 112(r) of the Clean Air Act, and radiological incidents.
	<i>Response (During Event) Actions for Kansas Department of Agriculture</i>
1	Coordinate with state and federal agencies for incidents involving agriculture and food. Coordinate assistance from federal and state government.
2	Provide technical assistance for agricultural chemical related incidents. Provide a statewide team to be available 24/7 to coordinate a response.
3	Provide advice and guidance on the use and disposition of all food and food products, livestock feed, and other inputs of agriculture which may be contaminated. Establish and maintain direct communication and coordination with local government units and/or citizens affected by a major incident.
4	Embargo contaminated commodities or food products, if necessary. Respond, as needed, to incidents involving oil and hazardous materials.
5	Provide emergency authorization for water use, including contamination remediation, not covered by existing water appropriation permits. Coordinate with ESF 8 to provide health and safety guidance in response to an oil or hazardous materials incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents.
66	Provide emergency authorization for dams, other stream obstructions or channel changes, levees or floodplain fill necessary for emergency response actions. Provide assistance with sampling water supplies when they are suspected of being contaminated by oil or hazardous materials.
713	Coordinate with KDHE to provide protective action recommendations for livestock and pet animals. Coordinate with ESF 8 to provide health and safety guidance in response to an oil or hazardous materials incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents.
8	Assist KDHE with monitoring and decontamination of companion animals. Provide operational radiological emergency response, including conducting radiological and air monitoring, performing dose assessment, provide support and guidance for monitoring and decontamination of the public, and make protective actions recommendations in accordance with the Nuclear/Radiological Incident Annex.
9	Provide veterinary advice and support to local government for livestock, domestic animals, and service animals in the event of a major disaster. Provide long term radiation dose assessment for the public and emergency workers



	<u>Coordinate with ESF-8 for long term public health surveillance and epidemiological investigation.</u>
	<u>Review, evaluate, and maintain all radiation dose records for non-licensee emergency workers and other affected individuals.</u>
<u>Recovery (Post Event) Actions for Kansas Department of Agriculture</u>	
<u>1</u>	<u>Assists with the isolation or disposition of contaminated crops and food. Provide field, scientific, data, and technical support on all environmental issues, including storage or disposal of hazardous materials and debris.</u>
<u>2</u>	<u>Provide laboratory support for analyzing pesticide samples obtained during the investigation of pollutant or hazardous materials incidents. Assist city, county and state public works officials in identifying acceptable sites for storing, processing, burning, and disposing of waste and other debris generated by natural disasters or other hazardous material.</u>
<u>3</u>	<u>Provide assistance to the state in the collection of samples of vegetation, food crops, milk, meat, poultry, water, and animal feeds for radiological analysis.</u>
<u>4</u>	<u>Establishes and oversees quarantine, isolation, and disposition of contaminated livestock if necessary.</u>
<u>Mitigation Actions for Kansas Department of Agriculture</u>	
<u>1</u>	<u>Inspect regulated facilities. Provide technical assistance concerning cleanup options or methods, and cleanup standards for planning purposes.</u>
<u>2</u>	<u>Provide regulatory guidance or protective action recommendations for all livestock and licensed pet animal facilities. Perform facility inspections.</u>
<u>Assist in the location of electrical transmission lines. Maintain a database of all spills that occur in the state that are associated with oil and gas production facilities. Maintain a database of all licensed operators and oil field related wells in existence in the state. Respond to incidents involving intrastate natural gas pipelines. Respond to incidents involving oil and saltwater spills at oil production facilities. Perform damage assessments at oil production facilities. Provide support for cleanup of oil and salt water releases from production facilities that impact soils and waters of the state. Perform inspections of oil field facilities. Provide training to oil field operators.</u>	
<u>Support: Kansas Department of Health and Environment</u>	
<u>Preparedness (Pre-Event) Actions for ESF 10 - Kansas Department of Health and Environment</u>	
<u>1</u>	<u>Actions assigned to all ESF partners.</u>
<u>2</u>	<u>Serves as a state notification point for all releases or discharges into the soil, groundwater, or surface water.</u>
<u>3</u>	<u>Provide a 24/7 staffed notification phone number.</u>
<u>4</u>	<u>Maintain a database of all spills that occur in the state, and provide data for reporting agencies.</u>
<u>5</u>	<u>Provide hazardous materials data for planning activities.</u>
<u>6</u>	<u>Provide assistance with planning and coordinating debris disposal as a result of a</u>

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	natural disaster or hazardous materials release.
7	Supports the development and conducts training for operational radiological emergency response.
8	Develops and establishes state protective action guides (PAGs) for radiological incidents.
9	Provide oversight and implementation of the Kansas Biological Incident Annex and the Kansas Nuclear/Radiological Incident Annex.
10	Provide the AGD GIS Section with data layers maintained by KDHE.
11	Inspects and maintains databases of registered and permitted fuel storage tank facilities.
12	Inspects and regulates the UHS salt cavern facilities to verify the integrity of the caverns, safe operation, and assures the facilities maintain emergency response and security plans.
	<i>Response (During Event) Actions for ESF 10 - Kansas Department of Health and Environment</i>
1	Provide staff members, as necessary, for SEOC functions including: requesting assistance and coordinating with support agencies, managing mission assignments, working with private sector organizations for resource support and ensuring financial accountability for ESF 10.
2	Provide an analytical laboratory for incident support.
3	Coordinate initial assistance from other state and federal agencies.
4	Respond, as needed, to incidents involving oil and hazardous materials.
5	Coordinate with ESF 8 to provide health and safety guidance in response to an oil or hazardous materials incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents.
6	Provide assistance with sampling water supplies when they are suspected of being contaminated by oil or hazardous materials.
7	Coordinate with ESF 8 to provide health and safety guidance in response to an oil or hazardous materials incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents.
8	Provide operational radiological emergency response, including conducting radiological and air monitoring, performing dose assessment, provide support and guidance for monitoring and decontamination of the public, and make protective actions recommendations in accordance with the Nuclear/Radiological Incident Annex.
9	Provide long-term radiation dose assessment for the public and emergency workers.
10	Coordinate with ESF-8 for long term public health surveillance and epidemiological investigation.
11	Review, evaluate, and maintain all radiation dose records for non-licensee emergency workers and other affected individuals.

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Recovery (Post Event) Actions for ESF 10 - Kansas Department of Health and Environment

<u>1</u>	<u>Provide field, scientific, data, and technical support on all environmental issues, including storage or disposal of hazardous materials and debris.</u>
<u>2</u>	<u>Assist city, county and state public works officials in identifying acceptable sites for storing, processing, burning, and disposing of waste and other debris generated by natural disasters or other hazardous material incidents and issue permits or other approvals as necessary to authorize such activities.</u>
<u>3</u>	<u>Provide technical assistance for the identification, containment, removal and disposal of oil and hazardous materials from the environment.</u>
<u>4</u>	<u>Provide technical assistance and oversight of the long-term radioactive decontamination of buildings and the environment.</u>
<u>5</u>	<u>Coordinate with ESF 3 to assist local governments in the impacted area with restoring their drinking water and waste treatment systems.</u>
<u>6</u>	<u>Conduct environmental site assessments for reconstruction and restoration projects, as applicable.</u>
<u>7</u>	<u>Communicate permitting requirements to citizens and contractors in the declared disaster area with regards to construction, reconstruction, or demolition activities. Provide</u>
<u>8</u>	<u>Communicate permitting requirements to citizens and contractors in the declared disaster area with regards to construction, reconstruction, or demolition activities.</u>
<u>9</u>	<u>Provide oversight for cleanup of oil and hazardous materials releases that affect the soils and waters of the state, and for the clean-up of all radiological materials.</u>
<u>10</u>	<u>Coordinate with ESF 8 on health related statements to the public, as needed.</u>
<u>11</u>	<u>Prepare a restoration plan for natural resources damaged by an oil or hazardous materials discharge in coordination with KWP.</u>
<u>12</u>	<u>Provide guidance regarding the segregation and disposal of household hazardous waste.</u>
<u>13</u>	<u>Identify methods to recover materials from debris for reuse or recycling whenever technically and economically feasible</u>
<u>14</u>	<u>Provide air monitoring services and data and inspection of air emission sources</u>
<u>15</u>	<u>Provide review and approval of open burn permits.</u>

Mitigation Actions for ESF 10 - Kansas Department of Health and Environment

<u>1</u>	<u>Provide technical assistance concerning cleanup options or methods, and cleanup standards for planning purposes.</u>
<u>2</u>	<u>Perform facility inspections</u>

Support: Kansas Department of Transportation

Preparedness (Pre-Event) Actions for Kansas Department of Wildlife Parks and Tourism

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<u>1</u>	<u>Maintain a website with information on current road conditions for all state highways in the state.</u>
<u>2</u>	<u>Provide the AGD or GIS section data layers.</u>
<u>3</u>	<u>Determine load variances on state roads to assist with the movement of heavy equipment.</u>
<u>Response (During Event) Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Maintain a website with information on current road conditions for all state highways in the state.</u>
<u>2</u>	<u>Provide the AGD or GIS section data layers.</u>
<u>3</u>	<u>Determine load variances on state roads to assist with the movement of heavy equipment.</u>
<u>Recovery (Post Event) Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Assist in maintaining traffic control.</u>
<u>2</u>	<u>Provide for emergency repair of affected state highways.</u>
<u>3</u>	<u>Coordinate and assist with the delivery of bulk absorbents to the scene of a pollutant or hazardous material discharge incident that occurs on, or may impact, a state highway subject to the availability of appropriate equipment.</u>
<u>4</u>	<u>Prioritization and initiation of emergency work to clear debris and obstructions from, and make emergency repairs to, the state highway system.</u>
<u>Mitigation Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Provide vehicular traffic flow data and information from permanent and temporary monitoring sites.</u>
<u>2</u>	<u>Provide vehicular traffic management and control signs and devices of various types.</u>
<u>Support: Kansas Department of Transportation</u>	
<u>Preparedness (Pre-Event) Actions for ESF 10 – Oil and Hazardous Materials</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>3</u>	<u>Participate in Emergency Management training and exercises.</u>
<u>Response (During Event) Actions for ESF 10 – Oil and Hazardous Materials</u>	
<u>1</u>	<u>When requested, deploy a representative to the EOC to assist with ESF10 activities.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</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>Provide heavy equipment, trucks, personnel and supplies to augment the County's Public Works Departments.</u>
<u>Recovery (Post Event) Actions for ESF 10 – Oil and Hazardous Materials</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the Hazardous Materials Response</u>

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	<u>Coordinator.</u>
<u>2</u>	<u>Participate in after action briefings and develop after action reports.</u>
<u>Mitigation Actions for ESF 10—Oil and Hazardous Materials</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>Support: Kansas Department of Wildlife Parks and Tourism</u>	
<u>Preparedness (Pre-Event) Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Assist with identifying resources at risk during a hazardous materials or oil spill incident. 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>3</u>	<u>Participate in Emergency Management training and exercises</u>
<u>Response (During Event) Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Provide equipment and personnel support to the impacted area from any state park or recreational area that is not directly affected by a disaster. When requested, deploy a representative to the EOC to assist with ESF10 activities.</u>
<u>2</u>	<u>Provide traffic supervision and control for water transportation routes adversely affected by a hazardous materials release or natural disasters. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
<u>3</u>	<u>Provides personnel to the SEOC and the state Forward Staging Area (FSA) in response to an event at a nuclear facility. 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>Provide heavy equipment, trucks, personnel and supplies to augment the County's Public Works Departments</u>
<u>Recovery (Post Event) Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
<u>2</u>	<u>Prepare an assessment of injuries to wildlife populations and habitats resulting from a pollutant or hazardous materials discharge incident. Participate in after action briefings and develop after action reports.</u>
<u>3</u>	<u>Provide assistance in the collection of samples of vegetation, food crops, milk, meat, poultry, water, and animal feeds for radiological analysis.</u>
<u>Mitigation Actions for Kansas Department of Wildlife Parks and Tourism</u>	
<u>1</u>	<u>Assist with identifying the resources to reduce risk to wildlife populations and</u>

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	<u>recreational areas. 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>

Support: Kansas Division of Emergency Management

Preparedness (Pre-Event) Actions for ESF 10 - Kansas Division of Emergency Management

<u>1</u>	<u>Coordinate assistance from federal and state government.</u>
<u>2</u>	<u>Provide a statewide team to be available 24/7 to coordinate a response.</u>
<u>3</u>	<u>Establish and maintain direct communication and coordination with local government units and/or citizens affected by a major incident.</u>
<u>4</u>	<u>Coordinate with ESF 15 public information concerning press releases and public inquires during a hazardous materials incident.</u>
<u>5</u>	<u>Provide specialized local, regional, state, and federal mutual aid resources.</u>
<u>6</u>	<u>Provide, on a limited basis, technical assistance for the identification, containment, removal and disposal of pollutants and hazardous materials from the environment.</u>
<u>7</u>	<u>Provide a representative to incidents within the area and scope of jurisdiction, and when the incident is of such significance to cause environmental damage or create a public health threat.</u>
<u>8</u>	<u>Provide assistance to incident commanders relative to hazardous materials, and pursue resources through federal declarations.</u>

910 Response (During Event) Actions for ESF 10 - Kansas Division of Emergency Management

<u>1</u>	<u>Evaluate emergency response by conducting an After Action Review (AAR).</u>
<u>2</u>	<u>Request and maintain records of all expenditures and resources utilized (i.e., equipment, supplies, and personnel) by the governmental departments and agencies involved in emergency operations. Ensure that ESF 10 agencies maintain appropriate records of costs incurred during the event.</u>
<u>3</u>	<u>Plan for the arrival of, and coordinate with, federal ESF 10 personnel in the SEOC and the JFO.</u>
<u>4</u>	<u>Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.</u>
<u>5</u>	<u>Assist with damage assessment of the impacted area.</u>

Recovery (Post Event) Actions for ESF 10 - Kansas Division of Emergency Management

<u>1</u>	<u>Evaluate emergency response by conducting an After Action Review (AAR).</u>
<u>2</u>	<u>Request and maintain records of all expenditures and resources utilized (i.e., equipment, supplies, and personnel) by the governmental departments and agencies involved in emergency operations. Ensure that ESF 10 agencies maintain appropriate records of costs incurred during the event.</u>
<u>3</u>	<u>Plan for the arrival of, and coordinate with, federal ESF 10 personnel in the SEOC</u>

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	and the JFO.
4	Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel.
5	Assist with damage assessment of the impacted area.
<u>Mitigation Actions for ESF 10 - Kansas Division of Emergency Management</u>	
1	Support and plan for mitigation measures.
2	Support Governor requests and directives and address FEMA concerns with mitigation and re-development activities.
3	Document matters that may be needed for inclusion in agency, state, or federal briefings, situation reports, and action plans.
4	Liaison with the private sector to provide subject matter experts or assistance.

Support: Kansas Geological Survey

Preparedness (Pre-Event) Actions for Kansas Geological Survey

- ~~1~~ Conduct surveys of underground pollution related to the flow of fluids, focusing on methods of detecting fluids directly or determining shallow stereography, geologic structure, and relative permeability. ~~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.
- ~~3~~ Participate in Emergency Management training and exercises

Response (During Event) Actions for Kansas Geological Survey

- ~~1~~ Assist in monitoring or modeling of underground flow following accidental spills or release of oil and hazardous materials. ~~When requested, deploy a representative to the EOC to assist with ESF10 activities.~~
- ~~2~~ Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
- ~~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 heavy equipment, trucks, personnel and supplies to augment the County's Public Works Departments

Recovery (Post Event) Actions for Kansas Geological Survey

- ~~1~~ Provide advice regarding contamination by, and monitoring of, oil and hazardous materials. ~~Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.~~
- ~~2~~ Participate in after action briefings and develop after action reports.

Mitigation Actions for Kansas Geological Survey

- ~~1~~ Provide data and techniques to address pollution remediation and prevention efforts

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	in a variety of settings, through programs of basic and applied research. 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.

Support: Kansas Highway Patrol

Preparedness (Pre-Event) Actions for Kansas Highway Patrol

<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>3</u>	Participate in Emergency Management training and exercises
<u>4</u>	Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.

Response (During Event) Actions for Kansas Highway Patrol

<u>1</u>	Supplement local law enforcement by providing traffic supervision and control of all surface transportation routes adversely affected by a pollutant or hazardous materials incident. When requested, deploy a representative to the EOC to assist with ESF10 activities.
<u>2</u>	Provide security and crowd control, as needed, outside the perimeter of the affected area of the pollutant or hazardous materials incident. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
<u>3</u>	Provide vehicle escort service, when required, for heavy over-the-road shipments of containment and cleanup equipment. 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>	Upon mission assignment, if available, the use of aircraft for light transport or observation. Augment the normal law enforcement activities in Wyandotte County
<u>5</u>	Provide traffic control on any state roadway located in the restricted area.

Recovery (Post Event) Actions for Kansas Highway Patrol

<u>1</u>	Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
<u>2</u>	Participate in after action briefings and develop after action reports.

Mitigation Actions for Kansas Highway Patrol

<u>1</u>	Conduct safety inspections and enforce regulations on motor carriers. 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.

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<u>3</u>	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.</u>
	<u>Supplement local law enforcement by providing traffic supervision and control of all surface transportation routes adversely affected by a pollutant or hazardous materials incident. Provide security and crowd control, as needed, outside the perimeter of the affected area of the pollutant or hazardous materials incident. Provide vehicle escort service, when required, for heavy over the road shipments of containment and cleanup equipment. Upon mission assignment, if available, the use of aircraft for light transport or observation.</u>
	Support: Kansas National Guard: 73rd Civil Support Team
	<u>Preparedness (Pre-Event) Actions for Kansas National Guard: 73rd Civil Support Team</u>
	<u>Prepare for, maintain, and sustain designated operational capabilities to meet the standard WMD-CST mission-essential task list (METL). Maintain the standard WMD CST METL for unit collective training and operations. Additional mission essential tasks may be identified by TAG or commanding general based on local contingency operations. The METL is as follows :</u>
<u>1</u>	<u>• Perform threat analysis.</u> <u>• Deploy a CST.</u> <u>• Conduct CBRN analytical functions.</u> <u>• Redeploy a CST.</u> <u>• Conduct CBRN survey operations.</u> <u>• Establish base of operations.</u> <u>• Maintain an Operations Center.</u> <u>• Establish CST medical support.</u> <u>• Conduct civil support team assessments.</u> <u>• Establish civil support team communications.</u> <u>• Conduct interagency coordination.</u> <u>• Conduct termination planning.</u> <u>• Establish civil support team communications. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned function.</u>
	<u>Response (During Event) Actions for Kansas National Guard: 73rd Civil Support Team</u>
	<u>Support civil authorities at a domestic CBRNE incident site by:</u>
<u>1</u>	<u>• Identify CBRNE agents or substances.</u> <u>• Assess current and projected consequences.</u> <u>• Advise on response measures.</u> <u>• Assist with appropriate requests for state and federal support.</u>
<u>2</u>	<u>Maintain 72-hours of continuous operations - locally, regionally, or nationally.</u>
	<u>State response category:</u>
<u>3</u>	<u>• Immediate Response (IR) (N+3 hours, where N is the official time of notification).</u> <u>• Deploy an Advanced Echelon (ADVON) of the unit within N+1.5 hours (90 minutes).</u>

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	- Acquire a warning order or operations order issued by TAG or designated action agent prior to movement. - Deploy from home station within N+3 hours.
	Recovery (Post Event) Actions for Kansas National Guard: 73rd Civil Support Team
1	Continues mission analysis: - Analyze information about the medical impact of the incident and coordinate with KDHE. - Determine the requirement for reach-back agencies. - Determines the combat service support requirements for recovery. - Recommends courses of action (e.g., follow-on forces, force protection measures, strategic or tactical plans, and consequence management). - Assists with the integration of follow-on forces requirements. - Exchanges information and data to coordinate safe integration of forces or other responders. - Assists with communications support for force integration activities, as required. - Assists with the synchronization of response force activities. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.
2	Conducts a termination briefing with the ICS representatives(s), which includes: - Final assessment and recommendations. - Report on the status of assigned strategic objectives. - List of entry operations performed. - List of identified safety issues. - Final threat analysis. - Transfer of responsibility of the decontamination site(s) to the ICS for waste disposal. Participate in after action briefings and develop after action reports.
	Mitigation Actions for Kansas National Guard: 73rd Civil Support Team
1	Coordinate with and support civil authorities at a domestic Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) incident site by recommending control measures to include: - Isolation of the threat or hazard. - Public and responder protection. - Emergency response planning. - Safe-area refuge mitigation procedures.
	Support: Kaw Valley Drainage District
	Preparedness (Pre-Event) Actions for Kaw Valley Drainage District
1	Actions assigned to all ESF partners.
	Response (During Event) Actions for Kaw Valley Drainage District
1	Actions assigned to all ESF partners.
2	Recommend the necessary actions to protect the drainage system from the effects

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	of a hazardous materials release.
<u>Recovery (Post Event) Actions for Kaw Valley Drainage District</u>	
1	Actions assigned to all ESF partners.
<u>Mitigation Actions for Kaw Valley Drainage District</u>	
1	Actions assigned to all ESF partners.
<u>Support: Mid-America Local Emergency Planning Committee</u>	
<u>Preparedness (Pre-Event) Actions for Mid-America Local Emergency Planning Committee</u>	
1	Actions assigned to all ESF partners.
2	Maintain the list of facilities reporting hazardous materials.
3	Provide oversight and guidance for all hazardous materials planning.
4	Serve as the community emergency coordinator in accordance with the Emergency Planning and Community Right-to-know Act (EPCRA).
5	Identify the routes likely to be used to transport hazardous substances.
6	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
7	Identify Emergency Coordinators for regulated haz-mat facilities
8	Hold regularly scheduled meetings.
<u>Response (During Event) Actions for Mid-America Local Emergency Planning Committee</u>	
1	Actions assigned to all ESF partners.
7	Serve as the point of contact for Community Right to Know.
8	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
9	Serve as the community emergency coordinator in accordance with the Emergency Planning and Community Right-to-know Act (EPCRA)
<u>Recovery (Post Event) Actions for Mid-America Local Emergency Planning Committee</u>	
<u>Mitigation Actions for Mid-America Local Emergency Planning Committee</u>	
1	Actions assigned to all ESF partners.
2	Develop emergency preparedness programs for hazardous materials incidents.
3	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
4	Identify the routes likely to be used to transport hazardous substances.
5	Identify Emergency Coordinators for regulated hazardous materials facilities.
<u>Support: KAW Valley Drainage District</u>	
<u>Preparedness (Pre-Event) Actions for ESF 10 – Oil and Hazardous Materials</u>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing

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	<u>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>
3	<u>Participate in Emergency Management training and exercises</u>
4	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.</u>
<u>Response (During Event) Actions for ESF 10 – Oil and Hazardous Materials</u>	
1	<u>When requested, deploy a representative to the EOC to assist with ESF10 activities.</u>
2	<u>Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</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>Recommend the necessary actions to protect the drainage system from the effects of a hazardous materials release.</u>
5	<u>Provide equipment and personnel to assist with hazardous materials response and recovery</u>
<u>Recovery (Post Event) Actions for ESF 10 – Oil and Hazardous Materials</u>	
1	<u>Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
2	<u>Participate in after-action briefings and develop after action reports.</u>
<u>Mitigation Actions for ESF 10 – Oil and Hazardous Materials</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>
3	<u>Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and ensure they are provided to the Emergency Management Department.</u>
<u>Support: Office of the State Fire Marshal</u>	
<u>Preparedness (Pre-Event) Actions for Office of the State Fire Marshal</u>	
1	<u>Provide training and equipment for Regional Hazardous Materials Response Teams. Actions assigned to all ESF partners.</u>
2	<u>Provide emergency contact and a response agent for the Regional Hazardous Materials Response Teams. Serves as a state notification point for all releases or discharges into the soil, groundwater, or surface water.</u>
3	<u>The Regional Hazardous Materials Response Teams are located in the following areas: Coffeyville, Colby, Emporia, Ford County, Manhattan, Overland Park, Salina, Sedgwick County, Topeka, and Wellington. Provide a 24/7 staffed notification phone number.</u>
4	<u>Maintain a database of all spills that occur in the state, and provide data for reporting agencies.</u>
5	<u>Provide hazardous materials data for planning activities.</u>
6	<u>Provide assistance with planning and coordinating debris disposal as a result of a</u>

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	natural disaster or hazardous materials release.
	Supports the development and conducts training for operational radiological emergency response.
	Develops and establishes state protective action guides (PAGs) for radiological incidents.
	Provide oversight and implementation of the Kansas Biological Incident Annex and the Kansas Nuclear/Radiological Incident Annex.
	Provide the AGD GIS Section with data layers maintained by KDHE.
	Inspects and maintains databases of registered and permitted fuel storage tank facilities.
	Inspects and regulates the UHS salt cavern facilities to verify the integrity of the caverns, safe operation, and assures the facilities maintain emergency response and security plans.
	<i>Response (During Event) Actions for Office of the State Fire Marshal</i>
<u>1</u>	The Regional Hazardous Materials Response Teams can respond to most areas in the state within an hour, in order to address hazardous material incidents and accidents as well as terrorist events involving chemical, biological, radiological, or nuclear (CBRN) products. Provide staff members, as necessary, for SEOC functions including: requesting assistance and coordinating with support agencies, managing mission assignments, working with private sector organizations for resource support and ensuring financial accountability for ESF 10.
<u>2</u>	Coordinate with local, state, and federal agencies during a regional response to an uncontrolled hazardous materials release. Provide an analytical laboratory for incident support.
<u>3</u>	Deploy teams to perform emergency response actions. Actions to include, but not limited to collecting samples, containment actions, and identification and classification of oil and hazardous materials. Coordinate initial assistance from other state and federal agencies.
<u>4</u>	ReProvide, when required, Regional Response Hazardous Materials teams to conduct air monitoring missions. spond, as needed, to incidents involving oil and hazardous materials.
<u>5</u>	Coordinate with ESF 8 to provide health and safety guidance in response to an oil or hazardous materials incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents.
<u>6</u>	Provide assistance with sampling water supplies when they are suspected of being contaminated by oil or hazardous materials.
	Coordinate with ESF 8 to provide health and safety guidance in response to an oil or hazardous materials incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents.
	Provide operational radiological emergency response, including conducting radiological and air monitoring, performing dose assessment, provide support and



	<u>guidance for monitoring and decontamination of the public, and make protective actions recommendations in accordance with the Nuclear/Radiological Incident Annex.</u>
	<u>Provide long term radiation dose assessment for the public and emergency workers.</u>
	<u>Coordinate with ESF 8 for long term public health surveillance and epidemiological investigation.</u>
	<u>Review, evaluate, and maintain all radiation dose records for non-licensee emergency workers and other affected individuals.</u>
	<u>Recovery (Post Event) Actions for Office of the State Fire Marshal</u>
<u>1</u>	<u>Assist federal, state, and local agencies when appropriate. Provide field, scientific, data, and technical support on all environmental issues, including storage or disposal of hazardous materials and debris.</u>
<u>1K2</u>	<u>Assist city, county and state public works officials in identifying acceptable sites for storing, processing, burning, and disposing of waste and other debris generated by natural disasters or other hazardous material incidents and issue permits or other approvals as necessary to authorize such activities.</u>
	<u>Provide technical assistance for the identification, containment, removal and disposal of oil and hazardous materials from the environment.</u>
	<u>Provide technical assistance and oversight of the long term radioactive decontamination of buildings and the environment.</u>
	<u>Coordinate with ESF 3 to assist local governments in the impacted area with restoring their drinking water and waste treatment systems.</u>
	<u>Conduct environmental site assessments for reconstruction and restoration projects, as applicable.</u>
	<u>Communicate permitting requirements to citizens and contractors in the declared disaster area with regards to construction, reconstruction, or demolition activities. Provide</u>
	<u>Communicate permitting requirements to citizens and contractors in the declared disaster area with regards to construction, reconstruction, or demolition activities.</u>
	<u>Provide oversight for cleanup of oil and hazardous materials releases that affect the soils and waters of the state, and for the clean-up of all radiological materials. —</u>
	<u>Coordinate with ESF 8 on health related statements to the public, as needed.</u>
	<u>Prepare a restoration plan for natural resources damaged by an oil or hazardous materials discharge in coordination with KWP.</u>
	<u>Provide guidance regarding the segregation and disposal of household hazardous waste.</u>
	<u>Identify methods to recover materials from debris for reuse or recycling whenever technically and economically feasible</u>
	<u>Provide air monitoring services and data and inspection of air emission sources</u>
	<u>Provide review and approval of open burn permits.</u>

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Mitigation Actions for Office of the State Fire Marshal	
<u>1</u>	<u>Provide educational information to facility owners. Provide technical assistance concerning cleanup options or methods, and cleanup standards for planning purposes.</u>
<u>2</u>	<u>Conduct inspections at regulated facilities and above-ground storage tanks. Perform facility inspections</u>

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Support: Unified Government Engineering Division	
Preparedness (Pre-Event) Actions for Unified Government Engineering Division	
<u>1</u>	<u>Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>
Response (During Event) Actions for Unified Government Engineering Division	
<u>1</u>	<u>Actions assigned to all ESF partners. When requested, deploy a representative to the EOC to assist with ESF10 activities.</u>
<u>2</u>	<u>Make heavy equipment, trucks and personnel available as required.</u>
<u>3</u>	<u>Provide sand and other supplies to help contain a hazardous materials spill or release.</u>
<u>4</u>	<u>Contact private construction contractors for additional resources, if necessary.</u>
<u>5</u>	<u>Provide advice on possible structural repairs and containment construction.</u>
<u>6</u>	<u>Provide technical advice on the effects of a release onto roads and bridges.</u>
Recovery (Post Event) Actions for Unified Government Engineering Division	
<u>1</u>	<u>Actions assigned to all ESF partners. Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
<u>2</u>	<u>Assist with recovery activities as needed. Participate in after action briefings and develop after action reports.</u>
Mitigation Actions for Unified Government Engineering Division	
<u>1</u>	<u>Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.</u>

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Support: Unified Government Public Works	
Preparedness (Pre-Event) Actions for Unified Government Public Works	
<u>1</u>	<u>Actions assigned to all ESF partners.</u>
Response (During Event) Actions for Unified Government Public Works	
<u>1</u>	<u>Actions assigned to all ESF partners.</u>
<u>2</u>	<u>Provide ongoing status reports as requested by the Hazardous Materials Response Coordinator.</u>
<u>3</u>	<u>Make heavy equipment, trucks and personnel available as required.</u>
<u>4</u>	<u>Provide sand and other supplies to help contain a hazardous materials spill or release.</u>
<u>5</u>	<u>Contact private construction contractors for additional resources, if necessary.</u>
Recovery (Post Event) Actions for Unified Government Public Works	



1	Actions assigned to all ESF partners.
2	
Mitigation Actions for Unified Government Public Works	
1	Actions assigned to all ESF partners.

Support: Unified Government Transit Department	
<u>Preparedness (Pre-Event) Actions for Unified Government Transit Department</u>	
<u>ESF 10—Oil and Hazardous Materials</u>	
1	Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
<u>Response (During Event) Actions for Unified Government Transit Department</u>	
<u>ESF 10—Oil and Hazardous Materials</u>	
1	Actions assigned to all ESF partners. When requested, deploy a representative to the EOC to assist with ESF10 activities.
2	Provide busses to assist with evacuation.
3	Provide a representative to the EOC to assist in coordination of evacuation transportation issues.
<u>Recovery (Post Event) Actions for Unified Government Transit Department</u>	
<u>ESF 10—Oil and Hazardous Materials</u>	
Actions assigned to all ESF partners. <u>Mitigation Actions for Unified Government Transit Department</u>	
<u>ESF 10—Oil and Hazardous Materials</u>	
1	Actions assigned to all ESF partners. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.

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The remainder of this section provides the actions necessary to implement this ESF sorted alphabetically by responsible agency.

Agency	Action
Board of Public Utilities	Recommend the necessary actions to protect the potable water system from the effects of a hazardous materials release.
Board of Public Utilities	Provide technical assistance, resources and personnel to assist with ESF 10 activities.
Bonner Springs EMS Department	Provide basic and advanced life support to incident victims.
Bonner Springs EMS Department	Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.
Bonner Springs EMS Department	If required, establish EMS command and triage and serve as primary or secondary triage officers.



2017 ~~2~~ Emergency Operations Plan

ESF 10—Oil and Hazardous Materials Response

Agency	Action
Bonner Springs EMS Department	Provide transportation of the injured.
Bonner Springs EMS Department	Coordinate medical evacuation of any casualties.
Bonner Springs EMS Department	As required coordinate with area hospitals (this may include base line evaluations of evacuees and responding personnel).
Bonner Springs EMS Department	Utilize ICS structure for hazardous materials response operations in the field
Bonner Springs Fire Department	Provide personnel and resources to assist the KCK Fire Department's Hazardous Materials Response Team.
Bonner Springs Fire Department	Ensure personnel are trained in hazardous materials response.
Bonner Springs Police Department	Assist with the evacuation of endangered people.
Bonner Springs Police Department	Provide security for the restricted area.
Bonner Springs Police Department	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
Bonner Springs Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Bonner Springs Public Works Department	Make heavy equipment, trucks and personnel available as required.
Bonner Springs Public Works Department	Provide sand and other supplies to help contain a hazardous materials spill or release.
Bonner Springs Public Works Department	Contact private construction contractors for additional resources, if necessary.
Bonner Springs Public Works Department	Provide technical advice on the effects of a release onto roads and bridges.
Bonner Springs Public Works Department	Provide advice on possible structural repairs and containment construction, as required.
Edwardsville Fire Department	Provide personnel and resources to assist the KCK Fire Department's Hazardous Materials Response Team.
Edwardsville Fire Department	Ensure personnel are trained in hazardous materials response.
Edwardsville Police Department	Assist with the evacuation of endangered people.
Edwardsville Police Department	Provide security for the restricted area.
Edwardsville Police Department	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
Edwardsville Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Edwardsville Public Works Department	Make heavy equipment, trucks and personnel available as required.
Edwardsville Public Works Department	Provide sand and other supplies to help contain a hazardous materials spill or release.
Edwardsville Public Works Department	Contact private construction contractors for additional resources, if necessary.
Edwardsville Public Works Department	Provide technical advice on the effects of a release onto roads and bridges.
Edwardsville Public Works Department	Provide advice on possible structural repairs and containment construction, as required.
Environmental Protection Agency	Provide equipment and personnel to assist with air quality monitoring and other environmental issues.



2017 ~~2~~ Emergency Operations Plan

ESF 10—Oil and Hazardous Materials Response

Agency	Action
Environmental Protection Agency	Serve as a liaison with other Federal agencies involved in ESF 10 activities.
Fairfax Drainage District	Recommend the necessary actions to protect the drainage system from the effects of a hazardous materials release.
Kansas Army National Guard	Provide resources and support to augment County capabilities.
Kansas Department of Health and Environment	Provide equipment and personnel to assist with environmental monitoring.
Kansas Department of Health and Environment	Provide technical assistance and data to assist the IC and the EOC
Kansas Department of Health and Environment	Serve as a liaison with other State agencies involved in ESF 10 activities.
Kansas Department of Health and Environment	Assure that environmental clean-up and disposal of contaminated waste is accomplished at sites.
Kansas Department of Transportation	Provide heavy equipment, trucks, personnel and supplies to augment the County's Public Works Departments
Kansas Highway Patrol	Augment the normal law enforcement activities in Wyandotte County
Kansas Highway Patrol	Provide traffic control on any state roadway located in the restricted area.
KAW Valley Drainage District	Recommend the necessary actions to protect the drainage system from the effects of a hazardous materials release.
KCKFD EMS Division	Provide basic and advanced life support to incident victims.
KCKFD EMS Division	Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.
KCKFD EMS Division	Initiate and maintain incident exposure records.
KCKFD EMS Division	If required, establish EMS command and triage and serve as primary or secondary triage officers.
KCKFD EMS Division	Provide transportation of the injured.
KCKFD EMS Division	Coordinate medical evacuation of any casualties.
KCKFD EMS Division	As required coordinate with area hospitals (this may include base-line evaluations of evacuees and responding personnel).
KCK Fire Department, Hazardous Materials Response Team	Deploy trained personnel to assume the role of incident Commander at the scene and implement the Incident Command System
KCK Fire Department, Hazardous Materials Response Team	Determine the hazard level of the incident and direct overall response operations.
KCK Fire Department, Hazardous Materials Response Team	Deploy a representative to the Wyandotte County Emergency Operations Center (EOC) to coordinate ESF 10 activities.
KCK Fire Department, Hazardous Materials Response Team	Determine appropriate protective actions and work with ESF 15 to disseminate information to the public, including "all clear" when incident is over.
KCK Fire Department, Hazardous Materials Response Team	Coordinate all responding hazardous materials response resources
KCK Fire Department, Hazardous Materials Response Team	Ensure personnel are outfitted with and trained to use appropriate personal protective equipment
KCK Fire Department, Hazardous Materials Response Team	Work with Emergency Medical Services to ensure exposure records are maintained for emergency workers.
KCK Fire Department, Hazardous Materials Response Team	The ESF 10 Coordinator will work with Finance to ensure records are maintained in a manner meeting federal and state requirements to help ensure reimbursement in the event of a federal disaster declaration.



2017 ~~2~~ Emergency Operations Plan

ESF 10—Oil and Hazardous Materials Response

Agency	Action
KCK Fire Department, Hazardous Materials Response Team	The ESF 10 Coordinator will work with the EOC Data and Technology Coordinator to use the capabilities of WebEOC, to support collection, processing, and dissemination of information on Oil and Hazardous Materials activities to and from the EOC.
KCK Fire Department, Hazardous Materials Response Team	Implement hazardous materials response procedures and keep the EOC informed of all field activities and resource requests.
KCK Fire Department, Hazardous Materials Response Team	Maintain a list of facilities in Wyandotte County using reportable quantities of hazardous materials in coordination with the Mid-America LEPC.
KCK Fire Department, Hazardous Materials Response Team	In coordination with the Emergency Management Department, maintain and update the ESF 10 Annex and attachments.
KCK Fire Department, Hazardous Materials Response Team	Work with the Emergency Management Department to ensure training is conducted for all agencies involved in ESF 10.
KCK Fire Department, Hazardous Materials Response Team	Request Mutual Aid as needed.
KCK Fire Department, Hazardous Materials Response Team	Review the hazards most likely to affect Wyandotte County and identify potential vulnerabilities that impact the hazardous materials response function.
KCK Fire Department, Hazardous Materials Response Team	Utilize ICS structure for hazardous materials response operations in the field.
KCK Fire Department, Hazardous Materials Response Team	Serve as a liaison with hazardous materials response officials in surrounding counties as well as State and Federal hazardous materials response resources.
KCK Fire Department, Hazardous Materials Response Team	Develop and implement hazmat response actions to be carried out by the operations section.
KCK Fire Department, Hazardous Materials Response Team	Detect and assess extent of contamination utilizing field testing, air monitoring, radiation detection, technical reference resources, plume air modeling, etc.
KCK Fire Department, Hazardous Materials Response Team	Stabilize haz-mat release and prevent the spread of contamination.
KCK Fire Department, Hazardous Materials Response Team	Activate procedures to handle functional and access needs populations to include but not limited to: Care Facilities, Assisted Living Centers, Independent Living Facilities, Schools, Hospitals, and Daycare Facilities.
KCK Fire Department, Hazardous Materials Response Team	Ensure emergency response plans for regulated haz-mat facilities are incorporated in the response operations for an incident at the facility.
KCK Police Department	Provide a liaison officer to the Incident Commander and/or the EOC.
KCK Police Department	Assist with the evacuation of endangered people.
KCK Police Department	Provide security for the restricted area.
KCK Police Department	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
KCK Police Department	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.
Mid-America Local Emergency Planning Committee	Provide oversight and guidance for all hazardous materials planning.



2017 Emergency Operations Plan

ESF 10—Oil and Hazardous Materials Response

Agency	Action
Mid-America Local Emergency Planning Committee	Hold regularly scheduled meetings.
Mid-America Local Emergency Planning Committee	Jointly with the KCK Fire Department, maintain the list of facilities reporting hazardous materials.
Mid-America Local Emergency Planning Committee	Serve as the point of contact for Community Right to Know.
Mid-America Local Emergency Planning Committee	Develop emergency preparedness programs for hazardous materials incidents
Mid-America Local Emergency Planning Committee	Develop and implement response actions and notification procedures expected of regulated facilities and hazmat transporters.
Mid-America Local Emergency Planning Committee	Serve as the community emergency coordinator in accordance with the Emergency Planning and Community Right-to-know Act (EPCRA)
Mid-America Local Emergency Planning Committee	Identify the routes likely to be used to transport hazardous substances.
Mid-America Local Emergency Planning Committee	Identify Emergency Coordinators for regulated haz-mat facilities
Private Sector	Provide equipment and personnel to assist with hazardous materials response and recovery
Providence Medical Center	Provide patient care as described in ESF 8—Public Health and Medical Services.
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 Emergency Management Department	Serve on the Metropolitan Emergency Management Committee
Unified Government Emergency Management Department	Coordinate with state and federal agencies
Unified Government Emergency Management Department	Maintain the other functional elements of the Wyandotte County Emergency Operations Plan in support of ESF 10
Unified Government Emergency Management Department	Identify hazardous materials training needs and ensure all responding agencies are trained to at least the Hazardous Materials Awareness Level.
Unified Government Emergency Management Department	Prepare and distribute an exercise schedule to support the EOP, including ESF 10 activities
Unified Government Emergency Management Department	Provide initial notification for ESF 10
Unified Government Emergency Management Department	Identify local availability of public and private resources suitable for use during a hazardous materials incident including radiological instruments
Unified Government Emergency Management Department	Identify critical facilities that are at increased risk due to proximity to a regulated haz-mat facility



2017 ~~2~~ Emergency Operations Plan

ESF 10—Oil and Hazardous Materials Response

Agency	Action
Unified Government Emergency Management Department	Assure that the proper local, state, and federal authorities are notified that a release/spill has occurred in accordance with notification requirements.
Unified Government Engineering Division	Provide technical advice on the effects of a release onto roads and bridges.
Unified Government Engineering Division	Provide advice on possible structural repairs and containment construction, as required.
Unified Government Public Health Department	Provide technical advice on public health and safety hazards resulting from the release.
Unified Government Public Health Department	Notify and maintain liaison with appropriate state and federal health agencies.
Unified Government Public Health Department	Serve as a liaison with the Kansas Department of Health and Environment.
Unified Government Public Works Department	Make heavy equipment, trucks and personnel available as required.
Unified Government Public Works Department	Provide sand and other supplies to help contain a hazardous materials spill or release.
Unified Government Public Works Department	Contact private construction contractors for additional resources, if necessary.
Unified Government Transit Department	Provide busses to assist with evacuation.
Unified Government Transit Department	Provide a representative to the EOC to coordinate evacuation transportation issues.
Unified Government Water Pollution Control Division	Provide a liaison to the Incident Commander and/or the EOC as requested.
Unified Government Water Pollution Control Division	Recommend the necessary actions to protect the sewage system from the effects of a hazardous materials release.
University of Kansas Medical Center & Hospital	Provide patient care as described in ESF 8—Public Health and Medical Services.
Wyandotte County Sheriff's Office	Provide a liaison officer to the Incident Commander and/or the EOC.
Wyandotte County Sheriff's Office	Assist with the evacuation of endangered people.
Wyandotte County Sheriff's Office	Provide security for the restricted area.
Wyandotte County Sheriff's Office	At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.
Wyandotte County Sheriff's Office	In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.

Support: Unified Government Water Pollution Control Division

Preparedness (Pre-Event) Actions for Unified Government Water Pollution Control Division

1 Actions assigned to all ESF partners.

Response (During Event) Actions for Unified Government Water Pollution Control Division

1 Actions assigned to all ESF partners.

2 Provide a liaison to the Incident Commander and/or the EOC as requested.

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| 3 | Recommend the necessary actions to protect the sewage system from the effects of a hazardous materials release. |
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Recovery (Post Event) Actions for Unified Government Water Pollution Control Division

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|---|---|
| 1 | Actions assigned to all ESF partners. |
| 2 | Participate in after-action briefings and develop after action reports. |

Mitigation Actions for Unified Government Water Pollution Control Division

- | | |
|---|---------------------------------------|
| 1 | Actions assigned to all ESF partners. |
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Support: Wyandotte County Emergency Management

Preparedness (Pre-Event) Actions for Wyandotte County Emergency Management

- | | |
|---|--|
| 1 | Actions assigned to all ESF partners. |
| 2 | Identify hazardous materials training and support hazardous materials training. |
| 3 | Prepare and distribute an exercise schedule to support the EOP, including ESF 10 activities |
| 4 | Identify local availability of public and private resources suitable for use during a hazardous materials incident including radiological instruments. |

Response (During Event) Actions for Wyandotte County Emergency Management

- | | |
|---|---|
| 1 | Actions assigned to all ESF partners. |
| 4 | Assure that the proper local, state, and federal authorities are notified that a release/spill has occurred in accordance with notification requirements. |
| 5 | Serve on the Metropolitan Emergency Management Committee |
| 6 | Coordinate with state and federal agencies |
| 7 | Maintain the other functional elements of the Wyandotte County Emergency Operations Plan in support of ESF 10 |
| 8 | Provide initial notification for ESF 10 |
| 9 | 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. |

Recovery (Post Event) Actions for Wyandotte County Emergency Management

- | | |
|---|---|
| 1 | Actions assigned to all ESF partners. |
| 2 | Participate in after-action briefings and develop after action reports. |
| 3 | 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. |

Mitigation Actions for Wyandotte County Emergency Management

- | | |
|---|---|
| 1 | Actions assigned to all ESF partners. |
| 2 | Lead the hazard identification and risk assessment process, as well as the development of the hazard mitigation plan. |
| 3 | Identify hazardous materials training and support hazardous materials training. |

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| 4 | Identify local availability of public and private resources suitable for use during a hazardous materials incident including radiological instruments. |
| 5 | Identify critical facilities that are at increased risk due to proximity to a hazardous materials facility. |

Support: Wyandotte County Public Health Department

Preparedness (Pre-Event) Actions for Wyandotte County Public Health Department

Actions assigned to all ESF partners.

Response (During Event) Actions for Wyandotte County Public Health Department

Actions assigned to all ESF partners.

Provide technical advice on public health and safety hazards resulting from the release.

Notify and maintain liaison with appropriate state and federal health agencies.

Recovery (Post Event) Actions for Wyandotte County Public Health Department

Actions assigned to all ESF partners.

Participate in after-action briefings and develop after action reports.

Mitigation Actions for Wyandotte County Public Health Department

Actions assigned to all ESF partners.

Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

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Support: Wyandotte County Sheriff's Office

Preparedness (Pre-Event) Actions for Wyandotte County Sheriff's Office

1 Actions assigned to all ESF partners.

2 In coordination with ESF1, ESF 5 and Kansas City Kanas Fire Department, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.

Response (During Event) Actions for Wyandotte County Sheriff's Office

1 Actions assigned to all ESF partners.

2 Assist with the evacuation of endangered people.

3 Provide security for the restricted area.

4 At the direction of the Incident Commander, assist in establishing incident boundaries, access control points and traffic control points.

5 In coordination with the Incident Command, identify evacuation routes and coordinate evacuation from risk areas surrounding regulated facilities.

6 Provide a liaison to the Incident Commander and/or the EOC as requested.

Recovery (Post Event) Actions for Wyandotte County Sheriff's Office

1 Actions assigned to all ESF partners.

2 Participate in after-action briefings and develop after action reports.

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Mitigation Actions for Wyandotte County Sheriff's Office

1 Actions assigned to all ESF partners.



4 4 REFERENCES/ATTACHMENTS

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

- ~~• Region L Multi-Jurisdictional Hazard Mitigation Plan, 2013 – 2018 ICS Forms~~
- ~~• Wyandotte County Multi-hazard Mitigation Plan~~
- ~~• Mid-America Local Emergency Planning Committee Regional Hazardous Materials Emergency Preparedness Plan~~
 - ~~o Includes Maps of pipelines, waterways, fixed facilities, special facilities, population support facilities, and population concentrations.~~
- The Asset Protection Response System (APRS) house information on critical facilities vulnerable to haz-mat incidents
- ESF 10 Resource Coordination Guide
- Hazardous Materials Commodity Flow Study
- Kansas City Regional Mass Evacuation Plan

The following documents are attached to this ESF:

- ESF-10 Oil and Hazard Materials Response contacts (Attachment 1)
- Kansas Spill Notification, dated December 1, 2014 (Attachment 2)
- Mid-America Local Emergency Planning Committee Regional Hazardous Materials Emergency Preparedness Plan (Attachment 3)
 - o Includes Maps of pipelines, waterways, fixed facilities, special facilities, population support facilities, population concentrations, hazardous materials transportation routes, evacuation routes
- Emergency Planning and Community Right to Know (EPCRA)Planning Requirements (Attachment 4)
- Sample Public Information for Shelter In-Place (Attachment 5)
- Levels of Response to a Hazardous Materials Incident (Attachment 6)
- Wyandotte County Pipeline Map (Attachment 7)
- EPCRA Flowchart (Attachment 8)

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- Evacuation Routes (Attachment 9)
- Regional Water Ports-Piers-Missouri River (Attachment 10)
- LEPC By-Laws (Attachment 11)

Other resources:

- Link to Mid-America LEPC Overview

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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
Mid-America Local Emergency Planning Committee members	UG Emergency Management	EM Staff	913-573-6300
Personnel credentialing	UG Emergency Management	EM Staff	913-573-6300

The following documents are attached to this ESF:

- Emergency Planning and Community Right to Know (EPCRA) Planning Requirements
 - HazMat Incident Classification Scheme
 - Form A
 - Sample Public Information for Shelter In-Place



~~4.1—Emergency Planning and Community Right to Know (EPCRA) Planning Requirements~~

~~The Emergency Planning and Community Right to Know Act (EPCRA) requires that each jurisdiction have an emergency plan that includes all of the following items:~~

- ~~• Identification of facilities subject to the EPCRA requirements that are within the emergency planning district; identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances; and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities, such as hospitals or natural gas facilities.~~
- ~~• Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any releases of such substances.~~
- ~~• Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.~~
- ~~• Procedures providing reliable, effective and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.~~
- ~~• Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.~~
- ~~• A description of emergency equipment and facilities in the community and at each facility in the community subject to EPCRA requirements, and an identification of the persons responsible for such equipment and facilities.~~
- ~~• Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.~~
- ~~• Training programs, including schedules for training of local emergency response and medical personnel.~~

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- ~~• Methods and schedules for exercising the emergency plan.~~



~~4.2~~ Haz-Mat Incident Classification Scheme

~~Hazardous materials incidents are categorized as Level I, II or III depending on the severity of the incident. The criteria used to determine the level of an incident include:~~

- ~~• Characteristics of the hazardous material~~
- ~~• Nature of its release~~
- ~~• Area affected by the hazardous materials incident. (i.e., population, sensitive ecosystems, waterways, transportation routes, etc.)~~
- ~~• Evacuations, injuries or fatalities~~
- ~~• Technical expertise and equipment needed to safely mitigate the incident~~
- ~~• The extent of multi-agency and multi-jurisdictional involvement~~
- ~~• Duration~~

~~The determination of incident levels will be a collective decision between the Incident Commander and the responding hazardous materials team. If terrorist activities are suspected in a hazardous materials incident, the incident will be classified as a Level III. However, unlike standard Level III response activities, federal involvement and additional activities will be required.~~

~~These levels are defined (in ascending order of severity) as:~~

~~**Level I**—A minor situation within the capabilities of first responders trained at the “operational” level. A Level I incident involves a release, or possible release, of a small amount of gas, liquid or solid of a known (identified) hazardous material. In addition, the agency on scene has the expertise and proper equipment to safely mitigate the incident.~~

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~~• Level I Actions: As a minimum, a command post and an exclusion zone will be established with all incidents. The Emergency Response Guidebook (ERG) should be referenced for initial isolation and protective action distances. The Incident Commander should restrict movement of personnel into the exclusion zone. Only personnel entering for a specific reason and in the proper level of protective equipment will be allowed.~~

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~~• An incident should be immediately upgraded to Level II for a release or potential release of an unknown hazardous material or suspected hazardous material.~~

~~• Typical Level I incidents include:~~

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~~—— Minor leaks or spills from a 55-gallon drum, cylinders up to one-ton capacity, bags or packages.~~

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~~—— Minor leaks or spills that can be handled with absorbent materials and resources readily available on-site.~~

~~—— Release of chemicals that do not produce an environmental hazard or Immediately Dangerous to Life and Health (IDLH) or above the Lower Explosion Limit (LEL) of a product.~~

~~—— Containers involved in an accident that have no visible damage.~~

~~—— Chemical releases that have minimal environmental impact that do not require outside resources.~~

~~—— Leaking valves on containers that do not require the product to be immediately off-loaded.~~

~~—— Evacuations limited to a single intersection or building.~~

~~—— No life-threatening situation from materials involved.~~

~~—— Suspicious packages that, by the threat and substance, are considered non-hazardous.~~



~~**Level II**—Incidents that are beyond the capabilities of an agency with jurisdictional responsibility and that require mitigation by a hazardous materials team. This can range from a small incident involving any amount of unknown substance to a large incident involving multiple agencies and jurisdictions.~~

~~▲——A Level II incident will be declared by the Incident Commander and the Initial Response Team if the incident involves a sufficient quantity of gas, liquid or solid of a known hazardous substance or any quantity of an unknown material that has been released or offers the potential for release.~~

~~▲——A Level II incident will be declared for the release of any quantity of a known solid or liquid toxic material in a critical public area or for the release or potential release of any quantity of an unknown solid, liquid or gaseous toxic material or suspected toxic material (all gases other than natural gas are considered toxic).~~

~~▲——In a Level II incident, a formal and properly identified Command Post with a removed staging area, an Incident Safety Officer and a Hazardous Materials Sector will be established. Control zones must be established and maintained as early as possible and evaluated and monitored throughout the incident. Localized evacuation may need to be implemented and outside agencies will be notified.~~

~~▲——Typical Level II incidents include:~~

~~——One or more 55-gallon drums, one-ton cylinders, nurse tanks, totes or portable containers that are leaking considerable amounts of a known substance.~~

~~——A major, liquefied gas leak due to puncture, crack or crease of a large tank where ignition sources are a real threat.~~

~~——Leaking containers, tank trucks or railroad tank cars with a hazardous material on board whose structural integrity is in question.~~



~~—— Train derailments involving railroad tank cars filled with hazardous materials with leaks that can be controlled by local hazardous materials teams.~~

~~—— A vehicle or train fire involving hazardous materials or hazardous wastes that pose a serious threat of a Boiling Liquid Expanding Vapor Explosion (BLEVE).~~

~~—— Incidents involving a fatality or serious injury attributed to the hazardous substance.~~

~~—— Evacuations consisting of an apartment complex, city block or large facility with many employees.~~

~~—— Chemical releases that pose a moderate threat to the environment that requires state agency involvement.~~

~~—— Suspicious package that has an unknown material but due to location is considered a credible threat. Once the substance is identified and declared a WMD agent, the incident will be upgraded to a Level III incident. Incidents that involved non-hazardous substances will be downgraded to a Level I incident.~~

~~——~~

Level III — Includes any incident beyond the capabilities of the hazardous materials team and local resources. The incident may be quite lengthy in duration and may necessitate large-scale evacuations. It is likely a Level III incident will involve multiple agencies and jurisdictions, as well as resources from the private sector (including chemical manufacturers) and voluntary organizations.



Evac plans

<u>Zone</u>	<u>Counties</u>	<u>Square Miles</u>	<u>Population</u>	<u>Pop. Density</u>	<u>A-Without vehicles</u>	<u>Regional Evacuation Routes</u>
<u>1</u>	<u>Platte Co.</u>	<u>427</u>	<u>89,314</u>	<u>209.14</u>	<u>3,028</u>	<u>North: I-29, US-71, MO-45</u> <u>East: I-29, I-435, US-71, MO-92, MO-152</u> <u>South: I-435, I-635,</u> <u>West: MO-92</u>
<u>2</u>	<u>Clay Co.</u>	<u>407.77</u>	<u>221,939</u>	<u>544.26</u>	<u>9,426</u>	<u>North: I-35, US-69, US-169</u> <u>East: MO-10, MO-210</u> <u>South: I-35, I-435, US-169, MO-291</u> <u>West: I-29, I-435, US-69, MO-92, MO-152</u>
<u>3</u>	<u>Ray Co.</u>	<u>573.9</u>	<u>23,491</u>	<u>40.93</u>	<u>1,211</u>	<u>North: MO-13</u> <u>East: MO-10</u> <u>South: MO-13</u> <u>West: MO-10, MO-210</u>
<u>4</u>	<u>Jackson Co. (northeast section)</u>	<u>355.59</u>	<u>308,185</u>	<u>866.68</u>	<u>14,097</u>	<u>North: I-435, MO-291</u> <u>East: I-70, US-24</u> <u>South: US-50, US-71, MO-7</u> <u>West: I-70, US-24, US-40, US-50</u>

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<u>Zone</u>	<u>Counties</u>	<u>Square Miles</u>	<u>Population</u>	<u>Pop. Density</u>	<u>Without vehicles</u>	<u>Regional Evacuation Routes</u>
<u>5</u>	<u>Jackson Co. (southern section), Cass Co. (northern)</u>	<u>358.19</u>	<u>303,801</u>	<u>848.15</u>	<u>22,293</u>	<u>North: I-435, US-71, MO-7, MO-291</u> <u>East: US-50, MO-58</u> <u>South: US-71, MO-7, MO- 291</u> <u>West: I-435, MO-150</u>
<u>6</u>	<u>Cass Co. (southern section)</u>	<u>565.15</u>	<u>38,366</u>	<u>67.89</u>	<u>1,288</u>	<u>North: US-71, MO-7, MO- 291</u> <u>East: MO-2, MO-7, MO-58</u> <u>South: US-71,</u> <u>West: MO-2</u>
<u>7</u>	<u>Miami Co.</u>	<u>590.64</u>	<u>32,790</u>	<u>55.52</u>	<u>1,002</u>	<u>North: US-69, US-169, KS-7</u> <u>East: KS-68</u> <u>South: US-69, KS-7</u> <u>West: US-169, KS-68</u>
<u>8</u>	<u>Johnson Co. (western)</u>	<u>232.14</u>	<u>136,165</u>	<u>584.53</u>	<u>3,747</u>	<u>North: I-35, KS-7</u> <u>East: KS-10</u> <u>South: I-35, KS-7</u> <u>West: US-56, KS-10</u>

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<u>Zone</u>	<u>Counties</u>	<u>Square Miles</u>	<u>Population</u>	<u>Pop. Density</u>	<u>Without vehicles</u>	<u>Regional Evacuation Routes</u>
<u>9</u>	<u>Johnson Co., Wyandotte Co. (eastern)</u>	<u>155</u>	<u>302,407</u>	<u>1951.01</u>	<u>11,183</u>	<u>North: I-35, I-635, US-69, US-169</u> <u>East: I-435, US-56</u> <u>South: US-69</u> <u>West: I-435, US-169</u>
<u>10</u>	<u>Johnson Co. (northern), Wyandotte Co. (southeastern)</u>	<u>116.8</u>	<u>142,952</u>	<u>1223.52</u>	<u>5,057</u>	<u>North: I-35, I-435, I-635, US- 69, KS-7</u> <u>East: I-435</u> <u>South: I-35, US-69, KS-7</u> <u>West: KS-10</u>
<u>11</u>	<u>Leavenworth Co., Wyandotte Co. (northern)</u>	<u>600</u>	<u>196,387</u>	<u>327.38</u>	<u>13,414</u>	<u>North: US-73</u> <u>East: I-70, I-435, I-635, I-670, US-24, US-40, KS-92</u> <u>South: I-435, I-635, KS-7</u> <u>West: I-70, US-24, US-40, KS- 16, KS-92, KS-192</u>
<u>12</u>	<u>Jackson Co. (northwest section)</u>	<u>40.38</u>	<u>123,247</u>	<u>3051.94</u>	<u>25,159</u>	<u>North: I-35, I-435, US-169, MO-9</u> <u>East: I-70, US-24, US-40</u> <u>South: I-435, US-71</u> <u>West: I-35, I-70, I-670, US-56</u>

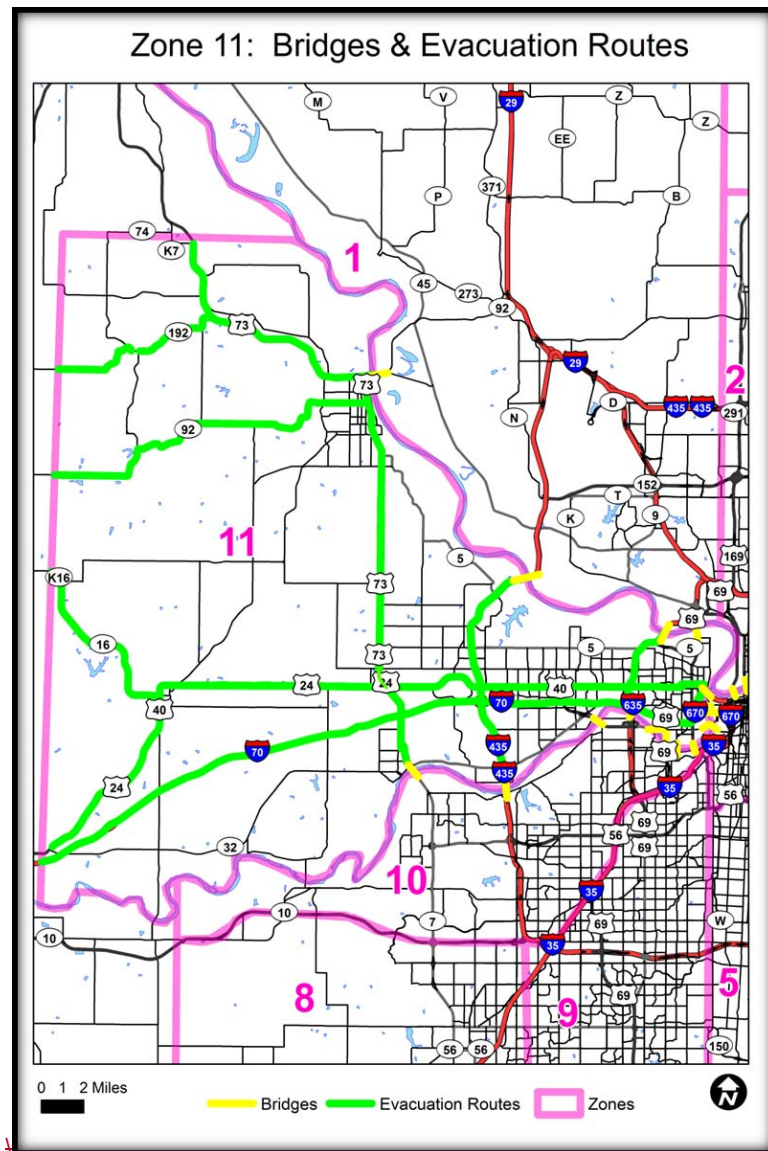
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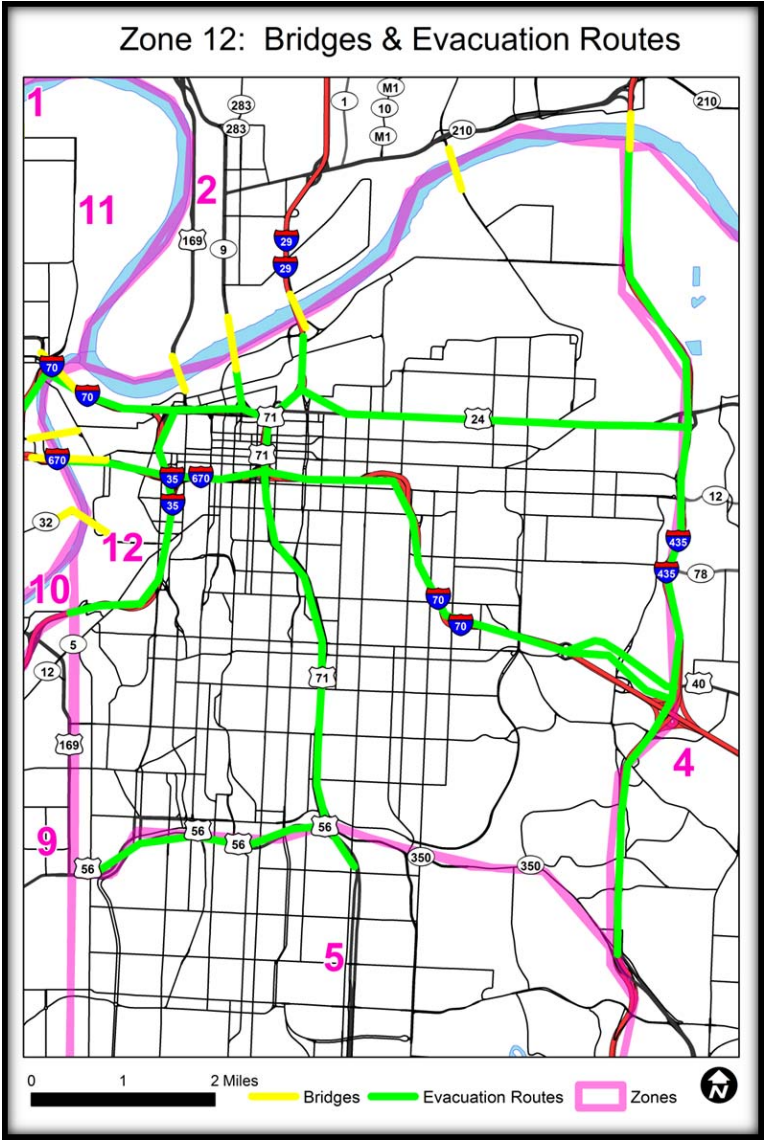
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~~Link to Mid-America LEPC Overview~~Examples of Level III incidents include:

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~~Large releases from tank cars, tank trucks, stationary tanks or multiple medium containers.~~

~~Incidents involving large scale evacuations that may extend beyond jurisdictional boundaries.~~

~~Any spill, leak or fire involving hazardous materials that has gone to greater alarms.~~

~~Any incident beyond local capabilities and resources (including the hazardous materials team) to safely identify, contain and mitigate.~~

~~Train derailments involving railroad tank cars containing hazardous materials that require specialized resources to mitigate.~~

~~Major leaks of compressed or liquefied gas cargo tanks or railroad tank cars caused by puncture or major structural damage.~~

~~Suspicious packages that due to location, identification of material as a WMD agent, or verbal threat that requires state and federal resources.~~

~~_____~~



~~4.3~~ Form A



2017-2-Emergency Operations Plan

ESF 10—Oil and Hazardous Materials Response

FORM A Hazardous Materials Incidents/Accidents/Continuous Releases

REPORT INCIDENT IMMEDIATELY TO KANSAS EMERGENCY MANAGEMENT (KEM), telephone 785-296-8013. THIS COMPLETED FORM must be mailed to KEM, Technological Hazards Section, 2800 SW Topoka Blvd., Topeka, KS 66611-1287, or faxed to KEM at 785-274-1426 within one business day of the verbal report. If the commodity/chemical is an EPCRA EHS or a CERCLA Hazardous Substance, a written after-action report must be sent to the local LEPC(s) and CEPR, SERC(s) affected within 7 calendar days following the release. Form A(s) may be used as the after-action report to KEM ONLY IF an updated form A is submitted after the incident has concluded and information on any known or anticipated acute or chronic health risks associated with the release is attached.

- * The following fields may have multiple entries: Commodity, Physical Form, Incident Mode, Truck/Trailer Number, Railcar Number, and Placard. If there is not enough room on this form to report these fields or "What Happened" or "Actions Taken to Remediate the Incident" please attach another page with the additional details.

CALLER	1. KEM Confirmation Number: _____	Is this an update to a previously submitted form A: ☐ Yes ☐ No
	2. If a continuous release, enter CR-ERNS number: _____	Dun & Bradstreet Number: _____
	3. Person Initiating the Call: _____	
	4. Representing: _____	
	5. Organization Address: _____	
INCIDENT	6. Notification: Time _____ A.M. _____ Date _____ Incident Discovery: Time _____ A.M. _____ Date _____	
	7. Location: _____ City _____ County _____	
	8. Incident Address/Location: (e.g. milepost, HWY, RR, intersection, TWP/Range, LAT/Long) _____	
	9. Manufacturer and/or Shipper: _____	
	10. Cause of Release: (Check all that apply) Explosion ☐ Fire ☐ Spill ☐ Equipment Failure ☐	
	Operator Error ☐ Natural Phenomenon ☐ Dumping ☐ Other ☐	
	11. Incident Mode: Motor Carrier ☐ Fixed Facility ☐ Pipe Line ☐ Rail ☐ Other ☐	
	12. What Happened: _____	
	13. Wind Conditions: Direction _____ Speed _____ (e.g. 0-5 mph, 6-10 mph, or >11 mph)	
	14. Weather Type: (e.g. Sunshine, Rain, Snow, Sleet, Ice, Fog, etc.) _____	
COMMODITY	15. Are there any residences within ¼ mile: Yes ☐ No ☐ Approximate Number: _____	
	16. Personal Injuries: Yes ☐ No ☐ Number: _____ Fatalities: Yes ☐ No ☐ Number: _____	
	17a. Emergency Crews on Scene: (Check all that apply) Fire ☐ Police ☐ Sheriff ☐ Hwy Patrol ☐ Ambulance ☐	
	Emergency Management ☐ Other ☐	
	17b. Is incident area secured: Yes ☐ No ☐	
	18. Name of Commodity/Chemical: _____	
	19. Name of Placard (UN number) Applied: _____ CAS Number: _____	
	20. Total Released: _____ Amount into Water: _____ Capacity of Container: _____ Units: _____ (Units examples: lbs, gal, bbl, tons, drum, g, µg)	
	21. Physical Form: (Check all that apply) Liquid ☐ Solid ☐ Gas ☐	
	22. Carrier Name: _____	
ACTIONS	23. Truck/Train Number: _____ Trailer/Railcar Number: _____	
	24. Medium Affected: (Check all that apply) None ☐ Air ☐ Water ☐ Soil ☐ Groundwater ☐	
	Within Facility ☐ Other ☐	
	If released to water: Type of waterway: _____	
	Name of waterway, if known: _____	
REPORTING	25. * Actions taken to remediate incident: _____	
	26. Did evacuations occur: Yes ☐ No ☐ Number Evacuated: Facility _____ Public _____	
	27. Did Shelter-In-Place Occur: Yes ☐ No ☐ Number Sheltered-In-Place: _____	
	28. Boundaries of Evacuated or Shelter-In-Place Area: _____	
	29. * What other protective action measures were recommended: _____	
Was a report made to the following agencies:		
Local Emergency Planning Committee 913-573-6300 ☐		
National Response Center (NRC) 800-424-8802 ☐ Case # (if known): _____		
Kansas Department of Health and Environment (KDHE) 785-296-1679 ☐ Case # (if known): _____		
Report Taken By: _____		
Name _____ Title or Position _____ Agency _____		
This is for other agencies outside of the spiller's company who receive the notification from the spiller, e.g. 911 dispatcher, local emergency management, etc.		

REV 08/02

Call: Fire Dispatch or Fire Operations Chief



~~4.4—Sample Public Information for Shelter In-Place~~

~~All residents are to stay indoors. The most effective protective action is to reduce airflow into the building. The following instructions should be relayed to the public:~~

~~To reduce the possibility of toxic vapors entering your home or place of business:~~

- ~~• Turn off all ventilation systems, including furnaces, air conditioners, fans, and vents.~~
- ~~• Seal all entry routes as efficiently as possible. Close and lock windows and doors. Seal gaps under doors and windows with wet towels and thick tape.~~
- ~~• Seal gaps around air conditioning units, bathroom and kitchen exhaust fans, stove and grill vents, and dryer vents with tape and plastic sheeting.~~
- ~~• Close all fireplace dampers.~~
- ~~• Close as many internal doors as possible.~~
- ~~• If authorities warn of explosion, close all draperies, curtains, and shades; stay away from windows.~~
- ~~• Building superintendents should set all ventilation systems to 100% re-circulation so that no outside air is drawn into the structure.~~
- ~~• If you suspect that gas or other vapors have entered your building, take shallow breaths through a piece of cloth or towel.~~
- ~~• Remain in protected, interior areas of the building where toxic vapors are reduced until you are instructed to do otherwise.~~
- ~~• Stay tuned to emergency broadcast for further instructions.~~



- ~~Do not use phones except to call for immediate emergency help.~~



Attachment 1 Oil and Hazardous Materials Contacts

Contact lists for equipment, personnel and services/contracts are maintained by each agency and/or division. Below is contact information for the various hazardous materials response resources.

Wyandotte County Emergency Management utilizes a resource management, credentialing and accountability system that can tag, track and report on personnel and assets during incidents and pre-planned events. It is most efficient and effective to credential personnel pre-incident and efforts are made to so.

Type of Resource	Maintained By	Title	Phone Number
Personnel credentialing	Wyandotte County Emergency Management	EM Staff	913-573-6300
LEPC members	Mid –America Regional Council	Erin Lynch	816/701-8390 LEPC Members
Personnel	Kansas City Kanas Fire Department	Fire Chief	913-573-5550
Personnel	Public Safety Communications Center	Dispatch	913-596-3081
Hazmat Regional Response Team	Office of the State Fire Marshal		(866)-KHAZMAT or (866) 542-9628
Environmental Protection Agency	Environmental Protection Agency		(913) 281-0991
Oil and Hazardous Materials Response services/contracts	Kansas City Kanas Fire Department	Fire Chief	913-573-5550
Oil and Hazardous Materials Response equipment	Kansas City Kanas Fire Department	Fire Chief	913-573-5550

KANSAS SPILL NOTIFICATION



Kansas Department of Health and Environment
In partnership with:
Kansas Division of Emergency Management
Kansas Corporation Commission

December 1, 2014

<http://www.kdheks.gov/spill/>



To protect and improve the health and environment of all Kansans

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SPILL REPORTING INSTRUCTIONS:

The spiller is responsible for reporting spills that impact the soil or waters of the state. Hazardous materials that are released in the air that exceed federal reportable quantities must **also** be reported to the state reporting number. The federally listed chemicals and reportable quantities (RQ) can be obtained at www.epa.gov/emergencies under the tab of “List of Lists”. Kansas regulations and statutes regarding spill reporting are included on pages 8 through 9 of this document. A spiller may call one number 24/7 to make the required verbal notification to the state of Kansas.

Kansas Spill Reporting Number (24/7)

785-291-3333

LEPC/ CEPR

If the release is not contained or threatens the health or safety of the local population, the Local Emergency Planning Committee (LEPC) within the county of the release must be notified first by dialing 911. The LEPC point of contact in most counties is the county emergency manager.

Whenever a spill exceeds the RQ of federally listed hazardous materials, the LEPC must be notified and the Kansas Commission on Emergency Planning & Response (CEPR) requires a follow up written report within seven days after the verbal report. The Kansas Division of Emergency Management (KDEM) facilitates the follow up written report which is called a Form A report. KDEM also requires a follow up Form A report for petroleum spills that exceed 110 gallons.

KCC Regulated Spills

Spills that occur at oil and gas wells are reportable to the Kansas Corporation Commission (KCC). Spillers may call the same number above to be directed to the KCC reporting numbers (select option 1 and then option 3) or may call the KCC district offices direct.

The KCC district office numbers are listed on page 7.

Call the spill line shown above and select option 1 if an oil spill flows off a lease into a waterway after normal business hours and report the spill to the National Response Center (NRC).

National Response Center

Whenever a spill exceeds the RQ of federally listed hazardous materials, it must also be reported to the National Response Center (NRC). Federal law also requires that any oil spill that has impacted or threatens a waterway must be reported to the NRC. EPA Region 7 Emergency Response Branch personnel monitor the NRC reports and may call the spiller back for more information.

NRC 24-hour number

800-424-8802

OTHER USEFUL TELEPHONE NUMBERS

Kansas Division of Emergency Management (KDEM)

24-Hour All Hazards Reporting Number (785) 291-3333
Main phone line (non-emergency/admin) (785) 274-1409
Fax: (785) 274-1426

Kansas Fire Marshal Office

Hazmat Regional Response Team Request (866)-KHAZMAT or (866) 542-9628
(Local authorities may request mutual aid response)

Environmental Protection Agency (EPA)

Region 7 Kansas City Office 24-Hour Spill Number (913) 281-0991

Chemtrec (Chemical information of spilled material if registered) (800) 262-8200

Centers for Disease Control - ATSDR

For Health Effects of Spilled Material (Hours from 8-8, M-F) (800) 232-4636
Emergency after business hours- Contact EPA Region 7 Spill Line (913) 281-0991

Kansas Highway Patrol

24-Hour Dispatch (785) 827-4437
Turnpike (316) 682-4537

Kansas Bureau of Investigation

(Statewide crime number includes response to meth labs) (785) 296-8200

Kansas Department of Health and Environment

Bioterrorism, Biohazards and Disease Issues

Epidemiologist (877) 427-7317

Municipal Sewage Releases & Public Water Supply Problems

KDHE District Office: (see District List page 6)
(After Business Hours) (785) 296-1679

KANSAS POISON CONTROL CENTER

University of Kansas Hospital

Kansas Poison Control Center Hotline

TDD/TYY (800) 222-1222
(866) 238-0677

WILDLIFE AND FISH KILLS

KDHE Fish Kill Notification in public waters
(After Business Hours)

(see District List page 6)
(785) 296-1679

Kansas Department of Wildlife, Parks & Tourism

Pratt- Operations Office

(620) 672-5911

Topeka- Administration Office

(785) 296-2281

Operation Game Thief

(877) 426-3843

U.S. Fish & Wildlife Service

(785) 539-3474

AGRICULTURAL RELATED SPILLS

Pesticides and Fertilizer Spills

Notify Spill Line (24hrs/7day week)

(785) 291-3333

Kansas Department of Agriculture (normal business hours)

Technical consultation, regulates applicators and facilities

(785) 564-6688

National Pesticide Information Center (npic@ace.orst.edu)

(800) 858-7378

Animal Waste Releases/Spills:

KDHE Livestock Waste Management Program

(785) 296-6432

KDHE District Office

(see District List page 6)

(After Business Hours)

(785) 296-1679

FOOD SAFETY

Kansas Department of Agriculture

Grocery & convenience stores, distribution, transportation

Restaurants, fast food, taverns/clubs, schools, street vendors

(785) 564-6767

EMERGENCY After normal business hours:

(800) 915-6163

(press "1" during the message, when calling the emergency number)

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)

Worker exposure to hazardous materials or environmental hazards:

OSHA Area Office for Kansas

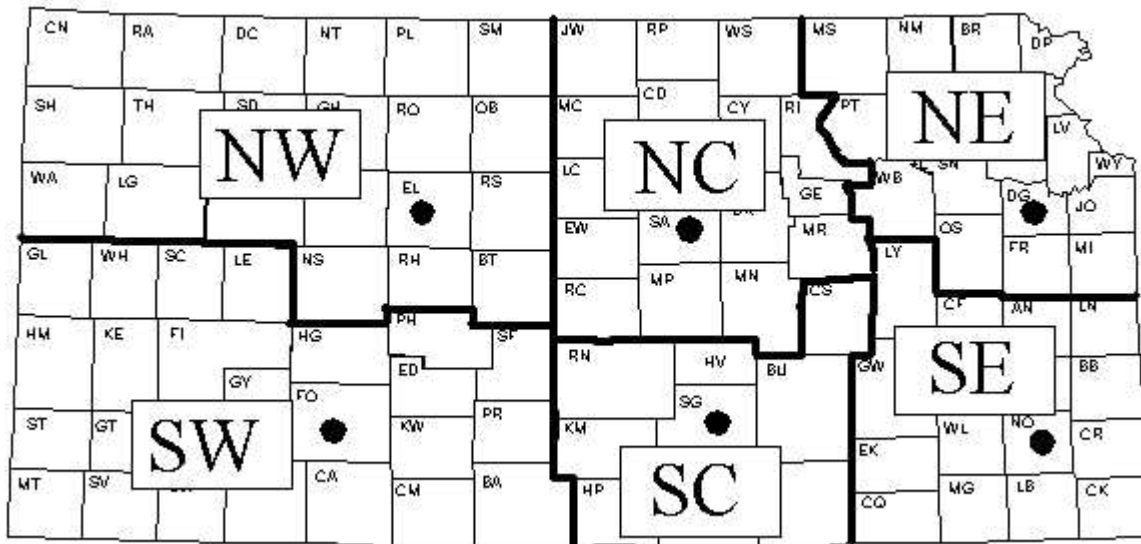
Complaints

(800) 283-8745

Emergency

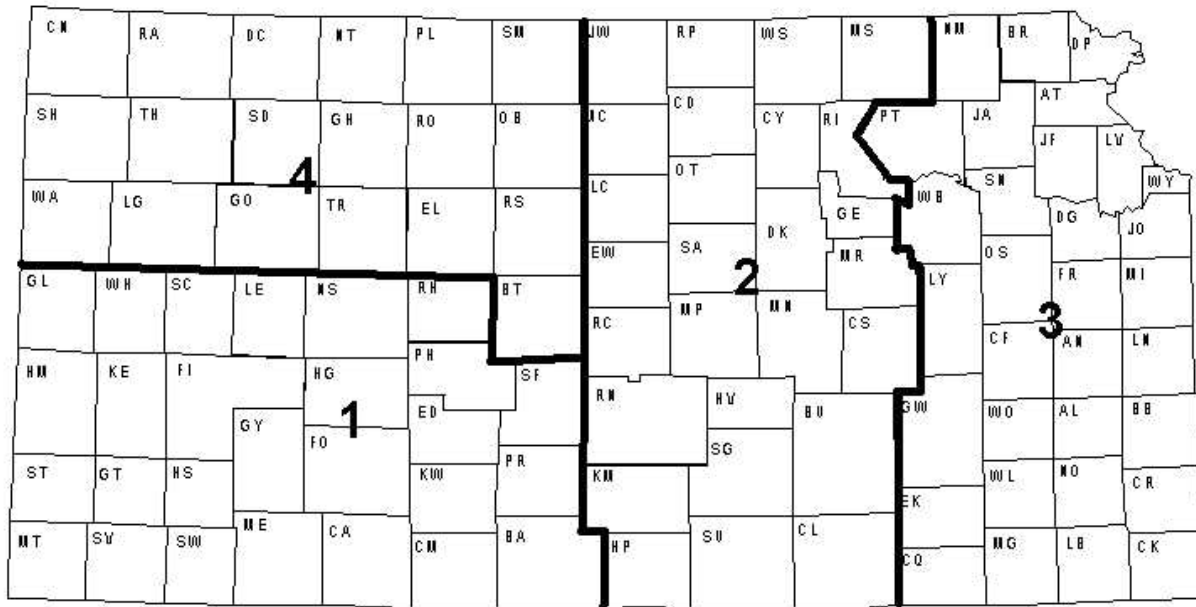
(800) 321-OSHA

KDHE DISTRICT OFFICES – ENVIRONMENT



DISTRICT	PHONE and FAX	ADDRESS
1 <u>SOUTHWEST DISTRICT OFFICE</u> ERICH GLAVE, Administrator WADE KLEVEN, Env. Scientist KENNETH DIEDIKER, Geo Assoc.	SWDO <u>(620) 225-0596</u> FAX (620) 225-3731	302 W. McArtor Rd., Dodge City 67801
2 <u>SOUTH CENTRAL DISTRICT OFFICE</u> ALLISON HERRING, Administrator KYLE PARKER, Prof. Geologist MEER HUSAIN, Prof. Geologist STANLEY MARCOTTE, Env. Scientist	SCDO <u>(316) 337-6020</u> FAX (316) 337-6023	300 W. Douglas, Suite 700, Wichita KS 67202
3 <u>SOUTHEAST DISTRICT OFFICE</u> VICTORIA O'BRIEN, Administrator RENEE BROWN, Env. Scientist	SEDO <u>(620) 431-2390</u> FAX (620) 431-1211	1500 W. 7th, Chanute, KS 66720
4 <u>NORTHEAST DISTRICT OFFICE</u> JULIE COLEMAN, Administrator TOM WINN, Prof. Geologist NATHAN LUNA, Env. Scientist MEREDITH ROTH, Env. Scientist	NEDO <u>(785) 842-4600</u> FAX (785) 842-3537	800 W. 24th Street, Lawrence, KS 66046
5 <u>NORTH CENTRAL DISTRICT OFFICE</u> JENNIFER NICHOLS, Administrator SCOTT LANG, Prof. Geologist HOWARD DEBAUCHE, Prof. Geologist	NCDO <u>(785) 827-9639</u> FAX (785) 827-1544	501 Market Place, Suite D & E, Salina, KS 67401
6 <u>NORTHWEST DISTRICT OFFICE</u> DAN WELLS, Administrator BILL HEIMANN, Prof. Geologist DARRELL SHIPPY, Env. Scientist	NWDO <u>(785) 625-5663</u> FAX (785) 625-4005	2301 East 13th, Hays, KS 67601
<u>SURFACE MINING SECTION</u> MURRAY BALK, Hydrologist	SMS <u>(620) 231-8540</u> FAX (620) 231-0753	4033 Parkview Drive, Frontenac, KS 66763

KANSAS CORPORATION COMMISSION DISTRICT OFFICES



District # 1 (620) 225-8888
 304 W. McArtor
 Dodge City, KS 67801

Fax (620) 225-8885

District # 2 (316) 630-4000
 3450 N. Rock Rd, Bldg 600, Ste 601
 Wichita, KS 67226

Fax (316) 630-4005

District # 3 (620) 432-2300
 1500 W. 7th
 Chanute, KS 66720

Fax (620) 432-2309

District # 4 (785) 625-0550
 2301 E. 13th Street
 Hays, KS 67601

Fax (785) 625-0564

Conservation Office (316) 337-6200
 130 S. Market, Rm 2078
 Wichita, KS 67202

Fax (316) 337-6211

K. A. R. 28-48. – SPILL REPORTING

28-48-1. **Definitions.** The following words and phrases when used in these regulations have the meanings respectively ascribed to them in this section.

(a) "Owner" means individual, partnership, firm, trust, company, association, corporation, institution, political subdivision or agency which is financially responsible for the material or facility.

(b) "Person responsible" means person or organization which has been placed in control of the material or facility by the owner.

(c) "Waters of the state" means all streams and springs, and all bodies of surface or groundwater, whether natural or artificial, within the boundaries of the State. (Authorized by and implementing K.S.A. 1984 Supp. 65-171d; effective May 1, 1986.)

28-48-2. **Action required.** All sewage, substances, materials, or wastes, as set forth in 65-171d, regardless of phase or physical state, which are, or threaten to contaminate or alter any of the properties of the waters of the state or pollute the soil in a detrimental, harmful, or injurious manner or create a nuisance, shall be reported in the following manner:

(a) The owner or person responsible for the discharge or escape of materials detrimental to the quality of waters of the state or pollution of the soil under conditions other than provided by a valid permit issued by the secretary of health and environment, shall report the discharge or escape to the Kansas department of health and environment.

(b) Emergency or accidental discharge of materials which are detrimental to the quality of waters of the state or tend to cause pollution of the soil shall be immediately reported to the Kansas department of health and environment by the owner, owner's representatives, or person responsible. In the event the pollution causing material is in transit or in storage within the state, the owner, carrier, or person responsible for storage shall be responsible for immediate notification to the Kansas department of health and environment that the pollutant will gain admittance to the waters of the state or the soil. (Authorized by and implementing K.S.A. 1984 Supp. 65-171d; effective May 1, 1986.)

K. S. A. 65-171v – CLEANUP OPERATIONS

Chapter 65. --PUBLIC HEALTH

Article 1. --SECRETARY OF HEALTH AND ENVIRONMENT, ACTIVITIES

65-171v. Cleanup operations for water or soil pollutants; duties of secretary; recovery of costs by attorney general and disposition thereof. Whenever a water or soil pollutant is discharged intentionally, accidentally or inadvertently and the secretary of health and environment or his or her authorized representative determines that the discharged material must be collected, retained or rendered innocuous, and if a discharger refuses to undertake cleanup operations or if the responsible discharger is unknown at the time, the secretary or his or her authorized representative may enter into an agreement with a person to conduct the necessary cleanup operations with payment for such cleanup work to be provided from the pollutant discharge cleanup fund. Any person responsible for or causing the discharge of materials which are determined necessary to cleanup under the provisions of this act shall be responsible for repayment of the costs of cleanup work upon reasonably detailed notification by the secretary or his or her authorized representative. If the responsible person fails to promptly submit payment for costs of the cleanup operations when so notified, such payment shall be recoverable in an action brought by the attorney general on behalf of the people of the state of Kansas in the district court of the county in which such costs were incurred. Any moneys recovered under this section shall be remitted to the state treasurer. Upon receipt thereof, the state treasurer shall deposit the entire amount thereof in the state treasury to the credit of the pollutant discharge cleanup fund.

History: L. 1979, ch. 269, § 2; July 1.

DISCLAIMER

The above regulations represent an electronic facsimile of Kansas Administrative Regulations, promulgated by the Kansas Department of Health and Environment and published by the Kansas Secretary of State. These rules are taken from electronic copies of the printed state regulations that serve as the agency's official rules and regulations. The excerpt portion of KSA 65-171D has been included in this document for informational purposes. This statute provides the basis for the regulations. The printed regulations represent the final word in matters of interpretation.

The KDHE Office of Public Information has appended copies of the *Kansas State Register* publication of new or amended, permanent KDHE regulations to the appropriate chapter. Those amendments are noted on the cover sheet for each chapter. In the interest of saving space, some chapters have been grouped together. Nothing contained herein should be construed as legal advice by KDHE. If you are not an attorney, you should secure competent counsel to interpret the regulations and advise you.

While every effort has been made to assure the accuracy, these electronic copies do not represent the official regulations of the state. The official regulations are the bound copies printed by the Secretary of State

MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE

REGIONAL HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS PLAN



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Approved February 11, 2016

REGIONAL HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS PLAN

Approved February 11, 2016

Serving the Missouri counties of Cass, Clay, Jackson, Platte, and Ray and incorporated cities;
and the Kansas counties of Johnson, Leavenworth and Wyandotte and incorporated cities



Prepared by:

MARC

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FORWARD and LETTER of PROMULGATION

August 31st 2015

To: ALL Agencies and Readers

The purpose of this Regional Hazardous Materials Emergency Preparedness Plan (RHMEPP) is to coordinate the planning and response actions of the Mid-America Local Emergency Planning District, commonly referred to as the Mid-America Local Emergency Planning Committee (LEPC). This plan provides an administrative framework for hazardous materials planning and response in the areas served by the Mid-America LEPC including Cass, Clay, Jackson, Platte, and Ray counties in Missouri; and Johnson, Leavenworth and Wyandotte counties in Kansas.

The RHMEPP is not intended to serve as an operational document although some aspects will be a valuable planning resource for operations plans. Rather, it provides an administrative framework and guidance to assist emergency response agencies, local governments, and the private sector in understanding concepts underlying the Emergency Planning and Community Right-to Know Act (EPCRA) (Superfund Amendment Reauthorization Act Title III) and its dictates for planning for hazardous materials emergencies. The document serves as an emergency planning tool to facilitate an effective, coordinated, multi-jurisdictional response by all personnel during a hazardous materials emergency. It also serves to reinforce to local governments and private industry the roles they play in informing the citizens of their communities of the inherent risks of hazardous materials and proactive steps that they can take to protect themselves, their families and their communities.

The RHMEPP outlines actions by private industry, local government and other participating organizations that will: (1) identify and communicate risks to communities of a hazardous substance release, (2) coordinate the response efforts of local jurisdictions, (3) establish response capabilities, and (4) maximize the effectiveness of response agencies within the LEPC. With this in mind, county and local emergency operation plans should be updated to reflect LEPC administrative functions and planning guidance resources. Correctly identifying the LEPC's role in the community within county and local emergency operation plans is important because the roles, responsibilities, and actions incorporated in those plans supersede this RHMEPP.

While each local jurisdiction is required to maintain a local emergency operations plan that includes a hazardous materials annex, this document is regional in scope and offers guidance on planning and response to hazardous materials incidents in the eight-county area served by the Mid-America LEPC. The RHMEPP supports the development of local emergency operations plans and procedures, and provides resources and references to facilitate the planning process. The plan is not intended to serve as an operational document, but rather to assist emergency response agencies, local governments and the private sector in planning for hazardous materials emergencies. Local jurisdictions have the ability to adopt all or portions of this plan to augment their Local Emergency Operations Plans (LEOPs).

Authority for this document is set forth by the Superfund Amendment and Reauthorization Act of 1986 (SARA Title III); Division 40, Chapter 4, Missouri Code of State Regulations, and the Revised Statutes of Missouri, sections 292.600 to 292.625; and by the Kansas Administrative Regulations (KAR) 28.65.1 to 28.65.4, Kansas Statutes Annotated (KSA) Chapter 48, Article 9, Executive Reorganization Order No. 29, and K.S.A. sections 65.5703-5705, and 057-0021-K.

Finally, as a result of recent terrorist attacks in the United States, local hazardous materials teams have

focused significant attention and resources on preparing for future incidents involving weapons or devices intended to, or with capability to, cause death or serious bodily injury to a significant number of people through release, dissemination, or impact of toxic chemicals, biological organisms, or radiation (i.e., weapons of mass destruction). Though this plan is not designed to respond to a terrorist incident, hazardous materials responders must be ever mindful of the potential impact and different protocols required to address those situations. The plan incorporates National Incident Management System (NIMS) concepts, integrates with other regional planning sources and provides information on current capabilities in the region for hazardous materials response.

There are three primary audiences for this plan: emergency response agencies with a role in preparedness and response to a hazardous materials incident; local industries that manufacture handle and store hazardous materials; and the general public. We hope each audience finds it useful.

This plan will be reviewed in its entirety on an annual basis and updated as necessary. This document has had significant reorganization and supersedes all other hazardous materials plans previously issued by the Mid-America LEPC. The Mid-America LEPC welcomes your comments and suggestions for improving this plan. Please direct your comments and suggestions to Mid-America Local Emergency Planning Committee, 600 Broadway, Suite 200, Kansas City, Missouri 64105-1554 or via e-mail to elynych@marc.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Wilson". The signature is fluid and cursive, with a horizontal line drawn underneath it.

Deputy Chief Mike Wilson, Chair, Mid-America LEPC

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RECORD OF AMENDMENTS

Change Number	Change Description	Section Number Found	Change Date
1	General plan review and update	Multiple	August 2015
2	Updated revision date to June 2014	Cover	August 2015
3	Updated revision date to June 2014	Page following cover page	August 2015
4	Replaced LEPC plan cover graphic	Page following cover page	June 2014
5	Updated Plan Forward to reflect added Promulgation, plan update and new Chair and 1 st Vice-chair	Forward	August 2015
6	Removed Letter of Promulgation and Combined with Forward	Promulgation	August 2015
7	Changed the name of List of Holders to Distribution List and updated Organizations –placed in Appendix “Q”	Distribution List/Appendix “Q”	August 2015
8	Updated Basic Plan Purpose and Objectives to remove the word framework	Basic Plan I, sub-section A and B	August 2015
9	Updated wording and regulations regarding requirements for LEOP for local jurisdictions	Basic Plan III Sub-section B	August 2015
10	Updated Regional Hazardous Analysis Overview Including: Tier II, EHS and RMP facilities information Sub-Sections A-D	Basic Plan Sub-sections A-C	August 2015
11	Added Map of Tier II, EHS and RMP facilities in the floodplain and Updated facility information	Basic Plan Figure 2 Sub-section D	August 2015
12	Updated Pipeline and operator information	Basic Plan Sub-section D	August 2015
13	Updated regional rail freight information including operator contact information – Added Current Rail Line Map	Basic Plan Sub-section F	August 2015
14	Updated regional air cargo shipment information, Updated local airport facilities and fuel storage information	Basic Plan Sub-section G	August 2015
15	Updated Regional water ports for both Kansas & Missouri Rivers	Basic Plan Sub-section H	August 2015
16	Updated Transportation Corridor Study adding Area Traffic Count Maps and estimated hazardous material shipments by trucks	Basic Plan Sub-section I	August 2015
17	Added Vulnerable Populations Section in Basic Plan including maps for limited English and zero Vehicle households in relation to hazardous material sites	Basic Plan Sub-section J	August 2015
18	Replaced link to Tier II and other hazardous chemicals	IV, sub-section A	August 2015
19	Replaced web link for EPA List of List	IV, sub-section B	August 2015
20	Enhanced material safety data sheet (MSDS) with safety data sheet (SDS)	Global	August 2015
21	Updated RMP facilities in table and re-totaled; updated EHS facilities and retotaled	IV, sub-section D	August 2015
22	Updated list of “Top 3 EHS Facilities by County” using 2014 data	IV, Sub-section D Section IV	August 2015 August 2015
23	Reworded administrative duties for MARC regarding Mid-America LEPC release of information	V, Sub-section A	August 2015
24	Updated EPA TRI web link	V, sub-section E	August 2015

Change Number	Change Description	Section Number Found	Change Date
25	Updated information on LEOP requirements and hazardous materials planning	V, Sub-section F	August 2015
26	Updated web links to Kansas & Missouri Tier II information	V, sub-section H	August 2015
27	Updated Hazardous Materials Teams information and general recourses	VII, Sub-section C (a-d)	August 2015
28	Inserted link to Regional Coordination Guide EFS-7	VII, Sub-section C (a)	August 2015
29	Updated WebEOC regional information	VII, Sub-section C	August 2015
30	Updated resource tracking and included “Rapid Tag” system and E.M. Request	VII, Sub-section (a-e)	August 2015
31	Replaced link to regional hazardous mitigation plan	VII, sub-section G	August 2015
32	Updated link to State of Missouri Spill Bill	VII, sub-section F, 3a	August 2015
33	Added link to Regional Hazardous Mitigation Plan	VII, sub-section G, 2	August 2015
34	Updated the Table of Contents, reordered and Updated Appendices A-I; Added Appendix H through T	Table of Contents and appendix headings	August 2015
35	Replaced Record of Amendments; added columns for change description and section number; removed “date entered” and “change made by” columns	Record of Amendments	August 2015
36	Reformatted (e.g., tabs, page breaks, paragraph spacing, etc.) entire document	All sections	August 2015
37	Updated hazard maps	Appendix A	August 2015
38	Updated Websites on pages D-19 & D-20	Appendix D	August 2015
39	Updated Websites for Missouri Emergency Response Commission	Appendix E	August 2015
40	Updated LEPC Resource Links	Throughout General Plan	August 2015
41	Updated EHS Facilities by County and City with 2014-2015 filing Comparison.	General Plan (Public Safety)	August 2015
42	Updated Tier II Facilities and Chemicals by County and City with 2014-2015 filing Comparison.	General Plan (Public Safety)	August 2015
43	Added Appendix K– Updated RMP Site Facility Information by County	Appendix K	August 2015
44	Updated RMP facility chemical list by County	General Plan (Public Safety)	August 2015
40	Added Appendix L – Reviewed and updated Acronyms and Glossary	Appendix L	August 2015
45	Added Appendix M – Developed list of Hazardous Waste Removal Contractors	Appendix M	August 2015
46	Added Appendix N – Tier II Filing Facilities Designated by Fire Department	Appendix N	August 2015

Change Number	Change Description	Section Number Found	Change Date
47	Added Appendix O – Updated Regional Pipeline Maps by County with Operator Contact Information	Appendix O	August 2015
48	Developed Tier II, EHS and RMP Facilities located in the Floodplain	General Plan (Public Safety)	August 2015
49	Added Appendix P – Missouri River Ports, Docks and Intakes by River Mile Marker, County and City	Appendix P	August 2015
50	Added Appendix R – Fire Department Contacts by City	Appendix R	August 2015
51	Added Appendix S – References and End Notes	Appendix S	August 2015

DISTRIBUTION LIST

One of the requirements of the LEPC is to be sure the Mid-America Regional Hazardous Materials Plan is distributed to all appropriate private and public agencies. This plan is distributed to the following agencies in both Kansas and Missouri:

- Law Enforcement agencies
- Fire Departments and Districts
- Emergency Management Agencies
- Emergency Medical Agencies
- Local, State and Federal Government agencies
- Human services and other volunteer agencies
- Tier II, EHS and RMP facilities

For a list of all the agencies the plan is distributed please see Appendix Q. Please see Appendixes J and K for the distribution list of the plan regarding EHS and RMP facilities.

I. INTRODUCTION

A. Purpose

The purpose of this plan is to assist local governments, private industry, emergency response agencies, citizens and others in planning and preparing for incidents that involve hazardous materials.

B. Objectives

This plan describes the procedures and responsibilities for responding to emergency threats to life, property, and the environment caused by an unintended release of hazardous materials within the geographic area of the Mid-America LEPC planning area. It provides guidance for hazardous materials incident notification and response. It also describes emergency planning and notification procedures required by Superfund Amendments and Reauthorization Act (SARA) Title III and the Emergency Planning & Community Right to Know Act of 1986, (EPCRA). The objective of this plan is to facilitate:

- Provide information on hazardous materials in the LEPC area to various audiences to increase understanding of the risk and reduce the impact of a hazardous materials incident in the Mid- America LEPC planning area.
- Identify agencies and relationships between agencies vital to a coordinated response to a hazardous materials incident within the Mid-America LEPC region.
- Provide guidance for public access to community right-to-know information in compliance with the Emergency Planning and Community Right-To-Know Act of 1986.
- Assist jurisdictions in meeting local emergency planning requirements for hazardous materials pursuant to state and federal law. Local jurisdictions are encouraged to build on the planning outlined herein relative to their specific communities.

C. Scope

With the enactment of the Superfund Amendments and Reauthorization Act (SARA), Title III, Emergency Planning and Community-Right-to-Know (EPCRA) in 1986, each state was required to establish a State Emergency Response Commission (SERC). In Missouri the SERC was established as the Missouri Emergency Response Commission (MERC); and in Kansas, as the Commission on Emergency Planning and Response (CEPR). Each SERC specifies Local Emergency Planning Districts (LEPD) within the state. Within each planning district, a Local Emergency Planning Committee (LEPC) is established. The smallest planning districts designated are at the county level. Counties were given the option of forming multi-county, or regional, LEPDs.

The counties of Cass, Clay, Jackson, Platte, and Ray elected to form a regional LEPD, designated as the Mid-America Local Emergency Planning Committee. In 2010, recognizing that hazardous materials incidents could impact jurisdictions in both Kansas and Missouri, and in order to promote region-wide planning and maximize limited resources, the three neighboring Kansas counties (Johnson, Leavenworth, and Wyandotte) merged with the existing Mid-America Local Emergency Planning Committee. Figure 1 depicts the jurisdictions served by the Mid-America LEPC.

By law, LEPCs must perform the following responsibilities according the Emergency Planning & Community Right-To-Know Act of 1986 (also known as TITLE III OF THE SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT):

1. The LEPC shall include at a minimum the representatives of the following groups and organizations:
[Referenced in Appendix “Q”, “J” and “K”](#)

Elected State & Local Officials	Law Enforcement	Local Environmental Groups
Hospitals	Emergency Management Agencies	Transportation Agencies
Fire Departments	Broadcast & Print Media	Emergency Medical/EMS Agencies
Community Groups	Local Health Departments and Providers	Owners & Operators of EPCRA Covered Facilities

2. The LEPC or LEPD must do the following:
 - a. Appoint a chairperson. [\(Referenced Section VI A-1\)](#)
 - b. Establish rules for the committee to operate by including provisions for:
 - i. Public notification of committee activities. [\(Referenced Section VI A-6\)](#)
 - ii. Response to public comments [\(Referenced Section VI A-5\)](#) [\(Section V Subsection B\)](#)
 - iii. Distribution of the emergency plan. [\(Referenced Appendix Q\)](#) [\(Section VI A-2\)](#)
 - c. Establish procedures for receiving information. [\(Referenced Section VI A-5\)](#)
 - d. Establish procedures for processing requests from the public for Tier II information. [\(Referenced Section VI A-7\)](#)
 - e. Designate a person to serve as a coordinator for information. [\(Referenced Section VI A-5\)](#)
3. The LEPC or LEPD shall have a comprehensive plan that outlines:
 - a. Identification of facilities and transportation routes of extremely hazardous substances. [\(Referenced Section IV Subsection I\)](#)
 - b. Identification of possible impacted facilities. (hospitals, schools, manufacturers, etc.)
[\(Referenced Section VI Subsections J\)](#) [\(Appendix “A”\)](#)
 - c. Methods and procedures to be used by plant operators and local response officials to respond to chemical releases from the covered facilities. [\(Referenced Section VII Subsection B\)](#)
 - d. Designation of local emergency and facility coordinators. [\(Referenced Section VII Subsection B\)](#)
Notification and communication procedures. [\(Referenced Section VI A-7\)](#)
 - e. Methods for determining the occurrence of a release and the impacted area.
[\(Referenced Section V Subsection I\)](#) [\(Section VI Subsection B – Response\)](#)
 - f. Identification of emergency equipment and persons responsible for equipment.
[\(Referenced Section VII Subsection C –Resources\)](#)
 - g. Evacuation plans and procedures. [\(Referenced Section VII Subsection D – Evacuation\)](#)
 - h. Training plans, schedules and methods for exercising the emergency plan.
[\(Referenced Section VII Subsection H – Training and Exercise\)](#)
 - i. How the plan will be reviewed and submitted to the MERC and KDEM annually.
[\(Referenced Section VII – Plan Maintenance\)](#)
 - j. How the plan evaluates the need for resources to be develop, implement and exercised.
[\(Referenced Section VII Subsection C – Resources General\)](#)
 - k. Recommendations with respect to additional resources that may be required and the means for providing such additional resources. [\(Referenced Section VII Subsection C –Resources Other\)](#)
4. The LEPC or LEPD will receive emergency notifications and written follow-up of chemical releases under Section 11004 (previously Section 304(c) from facilities and transporters.
[\(Referenced Section V Subsection A\)](#) [\(Section V Subsection C-c Written Follow-up Chemical Releases\)](#)
5. The LEPC shall receive from each subject facility the name of a facility representative who will participate in the emergency planning process as a facility emergency coordinator.
[\(Referenced Section VI Subsection A- Private Industry\)](#)
6. The LEPC receives Section 11021 (previously Section 311) notices (chemical safety information) and revisions from companies that have materials for which OSHA requires Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS). The fire department also receives these notices (Tier II form). If the LEPC receives a Tier II, it can request the MSDS or SDS for any of the listed materials. Also, the LEPC shall

provide the public a copy of any MSDS or SDS on request by the general public. If the LEPC does not have the MSDS or SDS, it should be requested from the facility and then provided to the requestor.

[\(Referenced Section V Subsection A\) \(Section V Subsection C-a and b\)](#)

7. The LEPC receives Emergency Hazardous Chemical Inventory Forms under Section 11022 (previously Section 312) of the Act from facilities. This information includes estimated amounts of chemical (by category) present at the facility during the preceding year, the average daily amount of chemicals in each category, and the general location of the chemicals. [\(Referenced Section V Subsection C-a\)](#)
8. The LEPC must publish information annually to let the public know where and during what hours the information on the following is available: emergency response plans, chemical lists, inventory forms, toxic release forms, and follow-up emergency notices. [\(Referenced Section V Subsection D\)](#)

The Mid-America LEPC Region

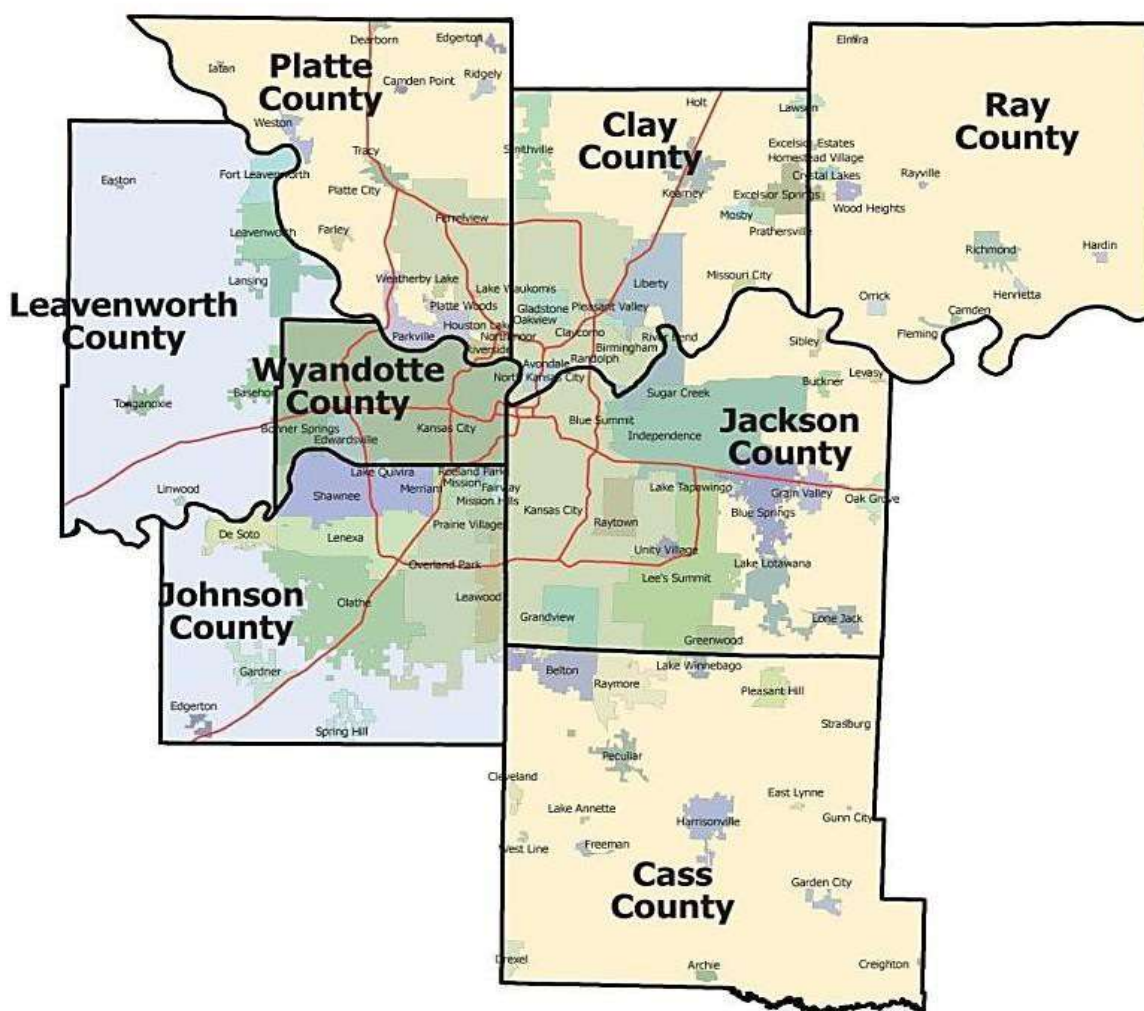


Figure 1 - Jurisdictions Served by Mid-America LEPC

D. Organization of Plan

This plan is intended for several key audiences: government officials, first responders and industry partners. The format is as follows:

Basic Plan

The Basic Plan is designed for use by officials and decision makers in both public and private organizations. It describes the hazardous materials present in the LEPC planning area and contains supporting documents that explain how guidance was developed by the LEPC planning committee and how that guidance should be integrated into local plans, including:

- Overall guide for hazardous material emergency management activities for jurisdictions within the Mid-America LEPC.
- Policies and regulations that govern hazardous materials releases and responsibilities for emergency response functions.
- The capacity and coordination of local hazardous material response teams.
- Supporting Documentation

Appendices have been developed that provide additional information on components of the plan and are available for the reader's reference.

II. LEGAL AUTHORITIES

A. Federal Emergency Planning and Community Right to Know Act (EPCRA)

EPCRA is made up of Sections 301-330 of Public Law 99-499 with Sections 302-313 and Section 324, being most pertinent to LEPCs.

B. Missouri and Kansas State Law

The Missouri Code of State Regulations, Division 40, Chapter 4 and the Revised Statutes of Missouri, Sections 292.600-292.625, also known as the Missouri Emergency Planning and Community Right-to-Know Act (EPCRA), describe the duties and responsibilities of the Missouri Emergency Response Commission and its LEPCs, including planning requirements. This legislation also describes emergency notification and reporting procedures associated with hazardous materials spills and releases.

The Kansas Commission on Emergency Planning and Response (CEPR), established by Kansas Statutes Annotated (K.S.A.) Chapter 48, Article 9, The Kansas Emergency Management Act, is responsible for implementing federal EPCRA provisions in Kansas. CEPR-related regulations include the Executive Reorganization Order No. 29, and K.S.A. sections 65-5703, 65-5704, and 057-0021-K. The Kansas EPCRA provisions are found in Kansas Administrative Regulations (K.A.R.) 28.65.1 to 28.65.4.

III. SITUATION AND ASSUMPTIONS

- A. Each facility properly submits chemical inventory lists (Tier II report) and emergency plans as appropriate to the MERC in Missouri or CEPR in Kansas, the Mid-America LEPC, and local fire department.
- B. Each local jurisdiction has an approved local emergency operations plan (LEOP) which includes information on hazardous materials emergency response that is coordinated and consistent with this plan.

- C.** Local jurisdictions maintain ongoing communication with reporting facilities in their communities and work to institute practices to reduce risks to citizens as well as the environment; response agencies pre-plan response to a hazardous materials incident with key facilities as appropriate.
- D.** Facilities that use hazardous materials are fully aware of their obligation to maintain a safe environment and immediately report spills and releases to the appropriate authorities as required by law.
- E.** Cities and counties maintain procedures to request and receive mutual aid resources from other local agencies and private sector for hazardous materials emergencies, and also provide resources when requested.
- F.** This plan is consistent with, and complementary to, the Missouri Hazardous Substance Emergency Response Plan, the Missouri State Emergency Operations Plan, Kansas Response Plan and local emergency operations plans.
- G.** Hazardous materials incidents may occur at any time, day or night, and occur in densely populated as well as remote areas.
- H.** The magnitude of a hazardous materials incident in an area depends on the volume, distribution, and/or use of chemicals and other hazardous substances.
- I.** The negative impacts of an event on citizens, the environment, wildlife and property depend on the type, characteristics, location, concentration and quantity of material released. Releases of caustic, irritant, flammable, radiological, and explosive materials have caused deaths, injuries, widespread evacuations and relocations.
- J.** Releases of hazardous materials from facilities located in densely populated areas and major transportation routes can be particularly damaging.
- K.** Emergency responders may be required to respond to both accidental and intentional releases of hazardous materials.
- L.** Hazardous material incidents, even minor ones, may require a multi-agency and, multi- jurisdictional response including local, regional, state and federal resources. The Incident Command System, and in many instances a unified command, will be implemented immediately by responding agencies.
- M.** Hazardous material incidents pose significant risks to emergency response personnel. All emergency responders will be properly equipped and trained for appropriate hazardous materials emergency response actions.
- N.** Hazardous materials incidents may require large-scale evacuations or shelter-in-place actions. These operations may present significant challenges in terms of warning and notification, logistics, and agency coordination.
- O.** Hazardous materials incidents will generate widespread media and public interest. The media will be a critical ally for local governments in quickly disseminating emergency public information and warnings. Local planning includes provisions for providing joint public information from all responding agencies and adjoining jurisdictions as well as providing frequent updates to the public on the situation as it evolves.
- P.** Hazardous materials incidents may cause serious long-term damage to public health, property, the environment, and the economy.
- Q.** Significant hazardous materials incidents may require an extended commitment of personnel and resources from involved agencies and jurisdictions. MOUs and protocols are in place to address crew rotation, resource allocation and reimbursement.

IV. LEPC REGIONAL HAZARD ANALYSIS OVERVIEW

The Mid-America LEPC Planning area is home to a variety of facilities housing numerous chemicals. Depending on the type of chemical and/or quantity, facilities housing hazardous materials have different reporting requirements, which are summarized below:

A. Hazardous Chemicals (Tier II) Facilities

Any substance for which a facility must keep a Safety Data Sheet (SDS) under OSHA's Hazard Communication Standard is classified as a "hazardous chemical". Any "hazardous chemical" that a facility has more than ten thousand (10,000) pounds of on hand at any one time during the calendar year must be reported on a Tier Two form. A partial list of hazardous chemicals may be found on the internet at <http://www2.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>. But the simplest way to determine if a chemical is required to be reported is (1) OSHA required SDS and (2) 10,000 pounds on hand.

B. Extremely Hazardous Substances (EHS) Facilities

The Environmental Protection Agency (EPA) designates which substances are Extremely Hazardous Substance (EHS) and sets threshold planning quantities (TPQ) and reportable quantities (RQ) for each substance. The Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-to-Know Act (EPCRA) and Section 112(r) of the Clean Air Act (also known as the List of Lists) was prepared to help firms handling chemicals determine whether they need to submit reports under sections 302, 304, or 313 of EPCRA and, for a specific chemical, what reports may need to be submitted. These lists should be used as a reference tool, not as a definitive source of compliance information. Compliance information for EPCRA is published in the Code of Federal Regulations (CFR), 40 CFR Parts 302, 355, and 372. The List of Lists is available in several formats on the EPA's website at: <http://www2.epa.gov/epcra/consolidated-list-lists>.

C. Risk Management Program (RMP) Facilities

Section 112 (r) of the Clean Air Act established the Risk Management Program requirements for facilities processing or manufacturing one or more of 140 acutely toxic substances, flammable gases, and volatile liquids at certain threshold quantities. Under these requirements, industry has the obligation to prevent accidents, operate safely, and manage hazardous chemicals in a safe and responsible way through hazard assessment, a prevention program, and an emergency response program. These programs are summarized in a risk management plan (RMP). RMPs are submitted to the EPA with a required update of at least once every five years. Elements in the plan include:

- An off-site consequence analysis that evaluates specific potential release
- Scenarios, including worst-case and alternate scenarios
- A five-year accident history of releases of regulated substances
- An integrated accident prevention program
- An emergency response program
- An overall management system to supervise the implementation of these program elements

D. Regional Hazard Analysis

As part of this Plan update, data for Tier II, EHS and RMP facilities was analyzed to form an overall picture of the region's risk from hazardous materials. An abbreviated overview of the results of this analysis is included on this section below. See Appendix "A" for information regarding the region's complete hazard mitigation plan that gives an analysis by county.

Information included in this plan was obtained from the Regional multi-hazard Mitigation Plan for Jackson, Clay, Platte, Cass and Ray counties in Missouri and individual jurisdictional plans for Johnson, Wyandotte and Leavenworth counties in Kansas. These mitigation plans address the range of hazards that may affect the

Kansas City region, including tornadoes, floods, severe winter weather, drought, heat waves, earthquakes, dam failures, wildland fires, hazardous materials incidents, emerging infectious disease, civil disorder and mass transportation accidents. It also includes information on other hazards of concerns in the area, such as levee failures, cybersecurity, and animal disease.

Total Population, 8-County LEPC Region: 2,340,000 (Based on 2014 Census Data)

Number of Hazardous Materials Facilities by County

County	Risk Management Program (RMP) Facilities (2014)	Risk Management Program (RMP) Facilities (2015)	Extremely Hazardous Substance (EHS) Facilities (2014)	Extremely Hazardous Substance (EHS) Facilities (2015)	Other Tier II Facilities (non-RMP, non-EHS) (2014)	Other Tier II Facilities (non-RMP, non-EHS) (2015)
Cass	6	5↓	12	14↑	73	83↑
Clay	4	4	33	45↑	136	143↑
Jackson	11	10↓	166	159↓	362	409↑
Platte	4	4	16	18↑	77	75↓
Ray	4	4	8	6↓	30	35↑
Johnson	12	12	125	71↓	119	159↑
Leavenworth	4	4	10	5↓	29	59↑
Wyandotte	9	9	75	37↓	97	93↓
Totals	54	52↓	445	355↓	923	1056↑

Table 1 - Number of Hazardous Materials by County

Total HazMat Transported

Truck Freight: Approximately 15.1 million tons ^{Note 1}
 Rail Freight: Approximately 5.4 million tons ^{Note 2}
 Air Freight: Approximately 10 million tons ^{Note 3}
 Water Freight: Approximately 5 thousand Short tons ^{Note 4}

Top 3 EHS Present in the Region

Sulfuric Acid: >4,000,000 lbs.
 Anhydrous Ammonia: >3,400,000 lbs.
 Chlorine: > 2,600,000 lbs.

Note 1 - Forecast based on 2007 estimates cited in *Kansas City Regional Freight Outlook Study*. Includes synthetic fibers, miscellaneous agricultural chemicals, organic and inorganic chemicals, and fertilizers.

Note 2 - Forecast based on 2007 estimates cited in *Kansas City Regional Freight Outlook Study* with 10.5% of rail shipments involving hazardous materials

Note 3 – Based on 5.35% of air shipments involve hazardous materials

Note 4 – Based on figures quoted by Kansas City Port Authority

Top 3 EHS Chemicals by County

Cass

Sulfuric Acid
 Ammonia (anhydrous)
 Chlorine

Johnson

Sulfuric Acid
 Ammonia (anhydrous)
 Nitric Acid

Ray

Ammonia (anhydrous)
 1-Chloro-2, 3-Epoxy Propane
 Ethylene Vinyl Acetate

Clay

Sulfuric Acid
 Chlorine
 Ammonia (anhydrous)

Leavenworth

Ammonia (anhydrous)
 Sulfuric Acid

Wyandotte

Sulfuric Acid
 Propylene Oxide
 Ethylene Oxide

Jackson

Sulfuric Acid
 Ammonia (anhydrous)
 Chlorine

Platte

Sulfuric Acid
 Ammonia (anhydrous)
 Electrolyte

Top RMP Chemicals by County

County	Chemical	Chemical	Chemical	Chemical	Chemical
Cass (Mo)	Ammonia (anhydrous) <i>1,552,983 Pounds</i>	Difluoroethane [Ethane, 1,1-difluoro- - Butane mixture] <i>500,000 Pounds</i>			
Clay (Mo)	Propane <i>890,000 Pounds</i>	Propylene oxide [Oxirane, methyl-] <i>184,000 Pounds</i>	Chlorine <i>20,000 Pounds</i>		
Jackson (Mo)	Ammonia (anhydrous) <i>4,100,000 Pounds</i>	Hydrazine <i>2,500,000 Pounds</i>	2-Methyl-1-butene <i>2,200,000 Pounds</i>	Carbon disulfide <i>2,000,000 Pounds</i>	Formaldehyde (solution) <i>1,000,000 Pounds</i>
Johnson (Ks)	Ammonia (anhydrous) <i>684,391 Pounds</i>	Propane <i>66,500 Pounds</i>	Toluene diisocyanate <i>61,584 Pounds</i>	Cyclohexylamine <i>51,000 Pounds</i>	Chlorine <i>20,000 Pounds</i>
Leavenworth (Ks)	Ammonia (anhydrous) <i>313,818 Pounds</i>	Chlorine <i>16,000 Pounds</i>			
Platte (Mo)	Ammonia (anhydrous) <i>480,000 Pounds</i>	Toluene diisocyanate <i>430,000 Pounds</i>			
Ray (Mo)	Ammonia (anhydrous) <i>3,520,000 Pounds</i>	Epichlorohydrin [Oxirane, (chloromethyl)-] <i>85,260 pounds</i>	Chlorine <i>5,000 Pounds</i>		
Wyandotte (Ks)	Ethylene oxide [Oxirane] <i>1,370,000 Pounds</i>	Ammonia (anhydrous) <i>571,931 Pounds</i>	Propylene oxide [Oxirane, methyl-] <i>560,000 Pounds</i>	Epichlorohydrin [Oxirane, (chloromethyl)-] <i>210,000 Pounds</i>	Chlorine <i>154,000 Pounds</i>

For a complete listing of RMP facilities contact names and chemicals see the following Appendices:

Appendix “J” – Extremely Hazardous Substances (EHS) Facilities in the Region

Appendix “K” – RMP Facility List by County

Tier II Facilities and Floodplains:

Numerous Tier II sites are located within the 100-year flood zones. Although this location does not imply that these facilities are subject to flooding or need to transport chemicals offsite during a flood event, but these facilities should have specific plans and procedures regarding flood protection. See Figure 2 to locate RMP and Tier II sites located in the 100-year flood zones.

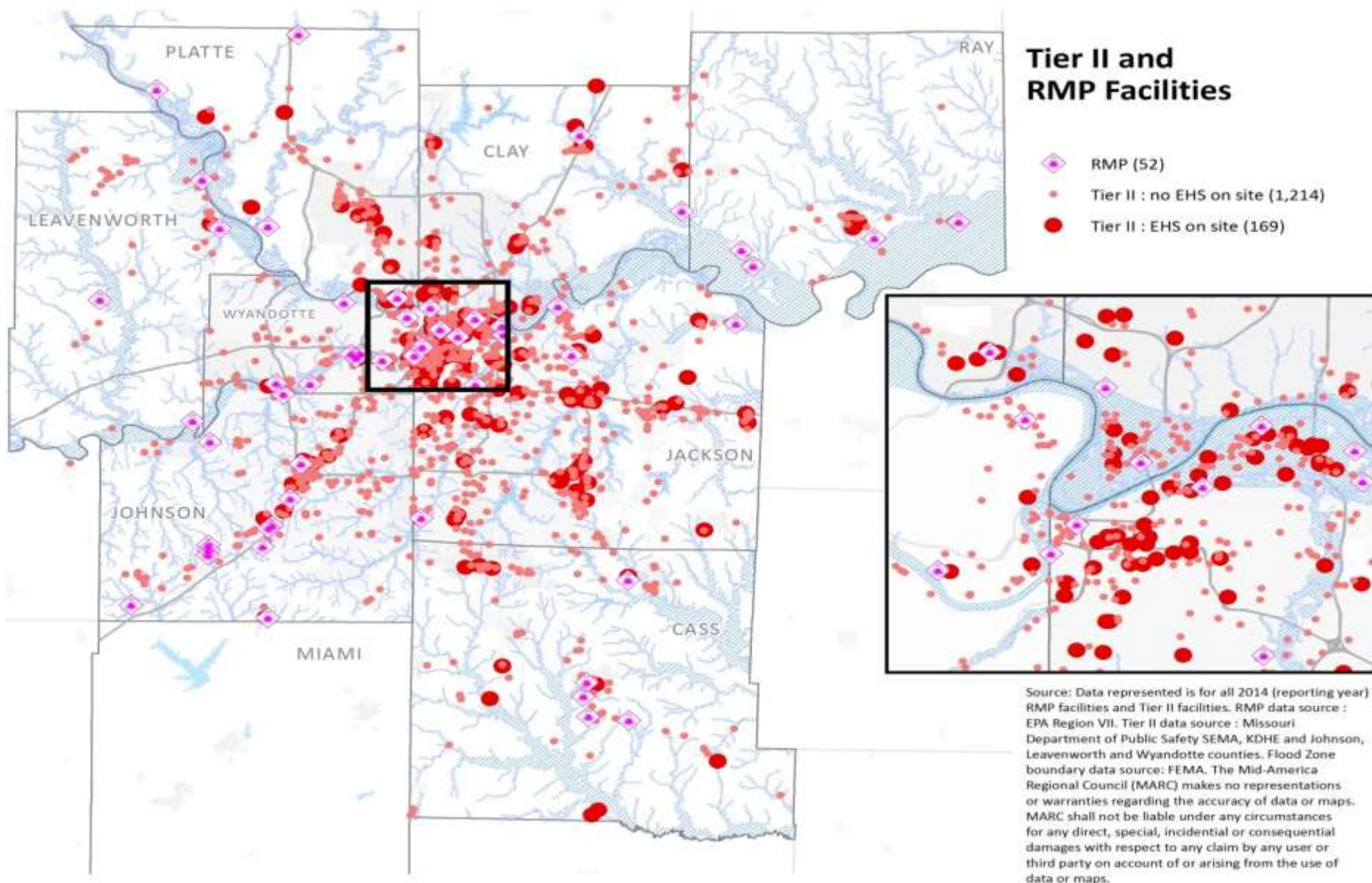


Figure 2 - RMP and Tier II Facilities in the 100 Year Flood Zone

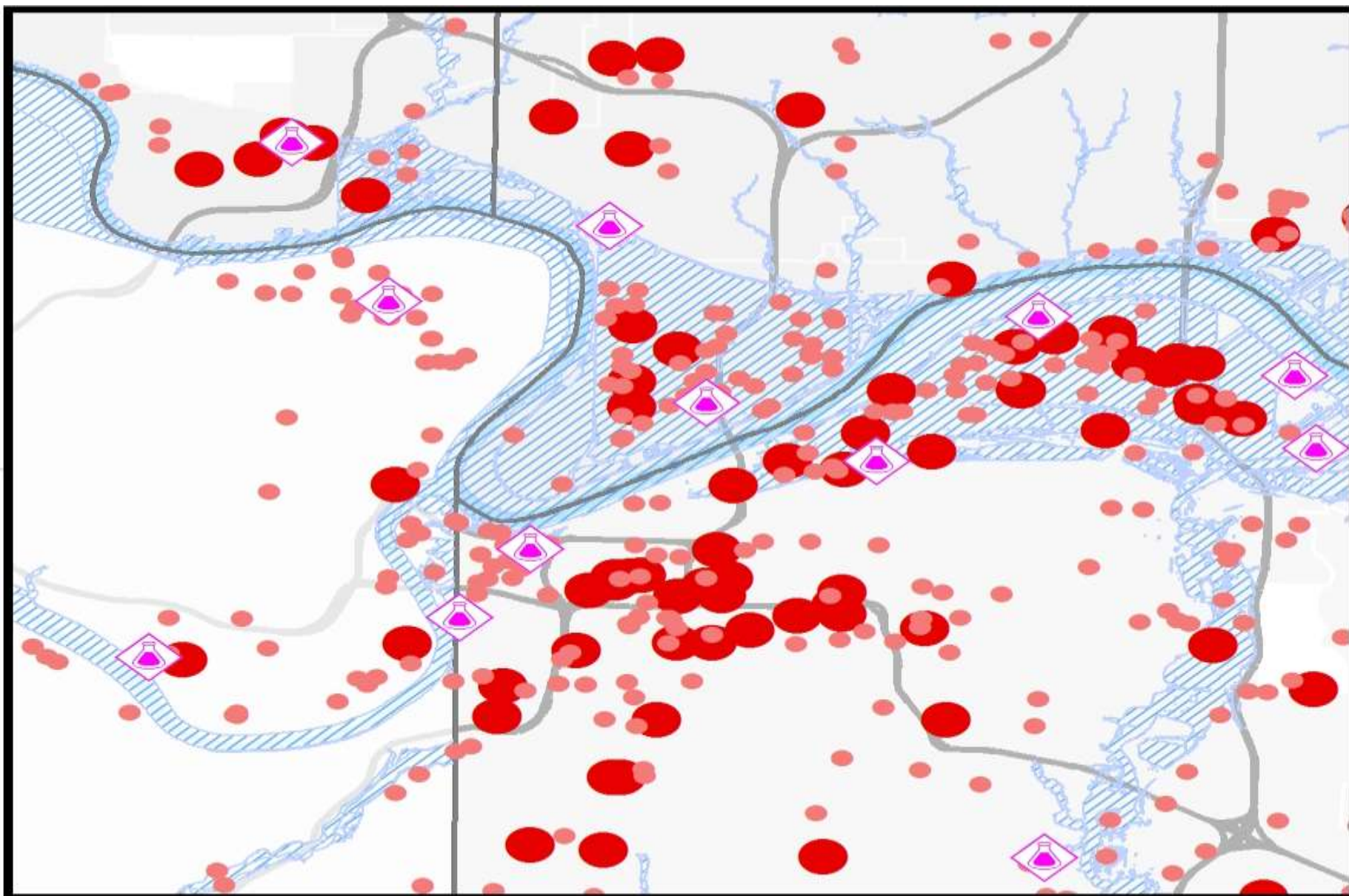


Figure 3 - Kansas City Area Tier II, RMP and EHS Facilities in the 100 Year Flood Zone

E. Pipeline Operators in the Region

Petroleum Gas Pipeline Operators	Cass	Clay	Jackson	Platte	Ray	Johnson	Leavenworth	Wyandotte
Dogwood Energy, LLC Company Contact Number 1-660-947-3316	X							
City of Gardner Kansas Company Contact Number 1-913-856-7256						X		
KM Interstate Gas Transmission Co. 24 Hour Emergency Contact: 1-800-225-3913			X			X		
Missouri Gas Energy (Laclede Gas) 24 Hour Emergency Contact: 1-800-582-0000			X	X	X	X	X	
Panhandle Eastern Pipeline Co. 24 Hour Emergency Contact: 1-800-225-3913	X		X			X		
Enterprise Products Operating, LLC 24 Hour Emergency Contact: 1-800-883-6308				X			X	
Southern Star Central Pipeline, Inc. 24 Hour Emergency Contact: 1-800-324-9696	X		X	X		X	X	X
Postrock KPC Pipeline, LLC 24 Hour Emergency Contact: 1-866-628-1600				X		X		X
Tallgrass Interstate Gas Transmission, LLC 24 Hour Emergency Contact: 1-855-220-1762						X		
ONEOK NGL Pipeline LLC 24 Hour Emergency Contact: 1-888-844-5658				X		X		X
EIF KC Landfill Gas, LLC Company Contact Number 1-913-441-3644						X		
Danisco Cultor USA, Inc Company Contact Number 1-913-738-3541						X		
Kansas City Power & Light 24 Hour Emergency Contact: 1-816-556-2999						X		
AGC Flat Glass North Americas, Inc. Company Contact Number 1-913-592-6100						X		
Petroleum Liquid Pipeline Operators	Cass	Clay	Jackson	Platte	Ray	Johnson	Leavenworth	Wyandotte
CCPS Transportation, LLC (Enbridge Energy) 24 Hour Emergency Contact 1-800-858-5253	X							
Phillips 66 Pipeline, LLC 24 Hour Emergency Contact: 1-877-267-2290	X			X		X		X
Buckeye Partners, LP 24 Hour Emergency Contact: 1-800-331-4115		X	X		X			
Magellan Pipeline Company, LP 24 Hour Emergency Contact: 1-800-720-2417		X	X	X		X	X	X
Sinclair Transport Company 24 Hour Emergency Contact: 1-800-321-3994			X		X	X		
Midwest Grain Pipeline, Inc. Company Phone Number (913) 367-1480						X	X	
B.P. Pipeline North America 24 Hour Emergency Contact: 1-800-548-6482	X		X					
Enterprise Products Operating, LLC 24 Hour Emergency Contact: 1-800-883-6308		X		X	X	X	X	

Table 3 - Petroleum Gas Pipeline Operators

Energy pipelines are prevalent throughout all counties in the planning region. Energy pipeline crossings in the areas include large diameter pipes that carry energy products to population centers along with small

diameter pipes that bring products such as natural gas to homes and businesses. There are two general types of energy pipelines — liquid petroleum pipelines and natural gas pipelines. Within the liquid petroleum pipeline network there are crude oil lines, refined product lines, highly volatile liquids (HVL) lines, and carbon dioxide lines (CO2).

Pipelines are an extremely safe way to transport energy across the country. Pipeline releases decreased more than 60 percent from 2001 to 2012. When pipelines fail, large quantities of hazardous materials can be released. While the likelihood of failure is low, if any of these energy pipelines were to be damaged or rupture, such an event could imminently endanger lives and cause damage to property in the immediate area (within less than a half-mile radius). Incidents involving pipeline failures are typically isolated, although the risk area may appear large. The most common manmade cause of pipeline breaks is pipeline rupture due to pipes breaking when heavy construction equipment is used to excavate for construction projects. Pipeline breaks can also be caused by deliberate actions of sabotage or terrorism. Major pipeline breaks could disrupt gas service over wide areas with resulting significant economic impacts. All counties in the region are susceptible to this hazard. See Appendix “O” for County Pipeline maps.

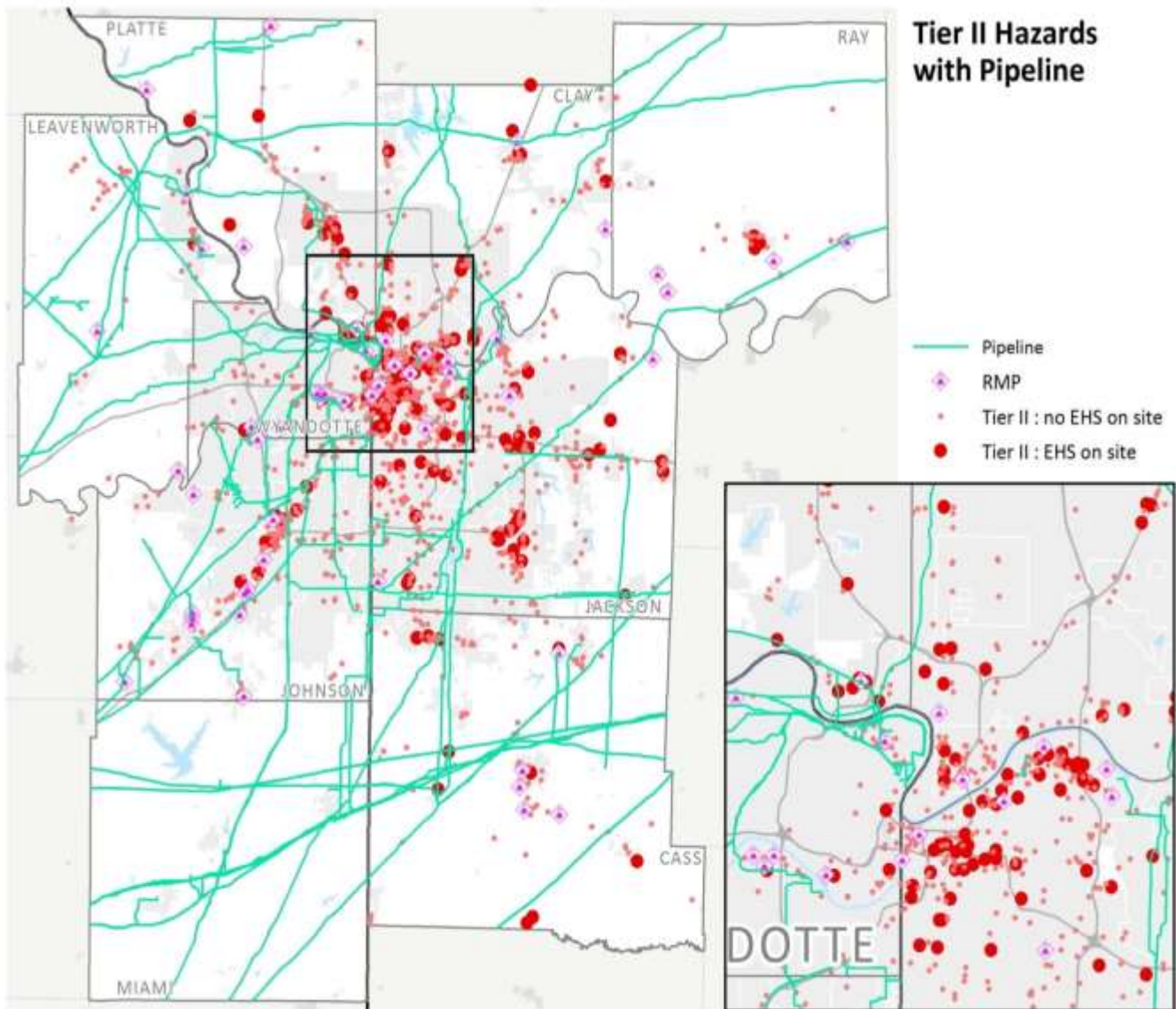


Figure 4 - Tier II Locations and Pipelines

F. Regional Rail Freight

The Kansas City region is recognized as a major railroad hub in the nation. Four (4) Class One (1) railroad companies have rail lines and yards in the region to serve local customers as well as to distribute freight on a national level. Figure - 2 shows the radial spokes of the rail system in the region including abandoned rail. Detailed railroad maps can be accessed at <http://www.acwr.com/economic-development/rail-maps>.

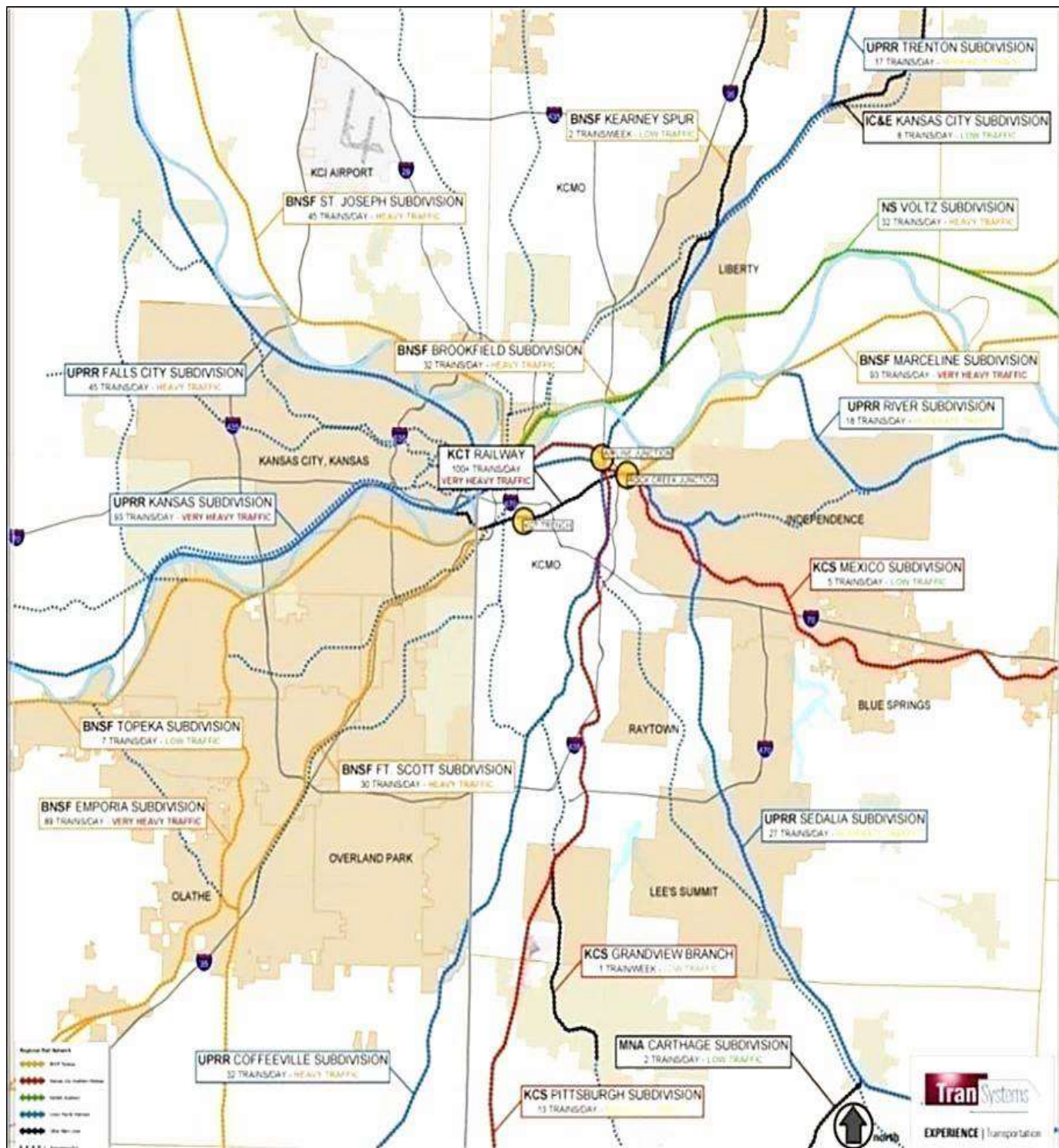


Figure 5 - Regional Rail Freight Traffic

Rail operating in the region includes:

- BGKX – Belton-Grandview Railway – Company Phone Number (816) 331-0630
- BNSF – BNSF Railway Company – Emergency Number (800) 832-5452
- DM&E – Dakota, Minnesota & Eastern Railroad Corporation Company Contact Number (816) 231-1523 (now operated by Canadian Pacific Railroad)
- KCS – Kansas City Southern Railway Company - Emergency Number (877) 527-9464
- KCT – Kansas City Terminal Railway Company – Company Contact Number (913) 551-2181
- MNA – Missouri & Northern Arkansas Railroad Company – Emergency Number (866) 527-3499 (Genesee & Wyoming Owned Regional Rail Company)
- NS – Norfolk Southern Railway Company – Emergency Number (800) 453-2530
- JCAX – New Century AirCenter Railroad - Company Phone Number (913) 715-6000
- UP – Union Pacific Railroad Company – Emergency Number (888) 877-7267

Kansas City ranks first in U.S. freight volume by tonnage and is generally regarded as the second largest rail center in the United States. Four Class I rail carriers, three regional lines and one local switching carrier (Kansas City Terminal) serve the area. Missouri has approximately 4,400 miles of main track, 2,500 miles of yard track and about 7,000 public and private crossings. At the present time, 19 different railroads operate in the state of Missouri. See Figure 5 for the rail lines operating in the Kansas City Area.

In the Kansas City region, these railroads are broken down in the following manner:

- 4 – Class 1 (large national railroads)
- 2 – Regionals (only operate in two or three states)
- 2 – Terminal Railroads (based in large metropolitan areas)
- 6 – Shortlines (regional railroads inside state lines)
- 3 – Tourist lines (short trip railroads hauling passengers for less than one-day excursions)
- 2 – Amtrak trains (national inter-city railroad passenger system)

Until recently railroads did not carry large shipments of crude oil; however, many trains now transport 80 to 100 cars per train. In eight of the years between 1975 and 2009, railroads reported virtually no spills of crude oil; and, in five of those years, they reported spills of one gallon or less. Comparably, in 2010, railroads reported spilling about 5,000 gallons of crude oil, according to federal data. Fewer than 4,000 gallons were spilled annually in 2011 and 2012. The oil spills in 2013 reached 1.15 million gallons. The Association of American Railroads industry group estimates that railroads shipped 400,000 carloads of crude oil in 2013 — more than 11.5 billion gallons. One tank car holds roughly 28,800 gallons.ⁱ

The two most significant routes through the Kansas counties are the BNSF Railway's Transcontinental Route and Union Pacific Railway's East West Coal Route. The BNSF Railway's Transcontinental Route runs from the southwest to northeast portion of the region connecting ports in California with Illinois. The Union Pacific major coal route operates through Leavenworth, Johnson, and Wyandotte Counties into Missouri. Both of these routes carry 80-90 trains per dayⁱⁱ.

Between January 2009 and March 2015, there were 127 hazardous materials spills associated with railroads in the five-county planning area. Of these 84 (64 percent) occurred in the rail yards while 43 percent occurred at railroad crossings or at isolated track locations. Of the 127 railroad spills, four occurred in Cass County, five in Clay, 115 in Jackson, one in Platte and two in Ray.ⁱⁱⁱ

The Missouri State Rail Plan (Technical Memorandum #5 Economic Analysis of Rail Investments (April 2012) forecast Missouri's inbound/outbound hazardous materials rail freight traffic commodities for to 2031 and 2041 based on projected growth in Missouri counties and their national and international trading partners to increase by 4.0%.

Missouri Rail Traffic Top Ten Inbound Commodities for 2011, 2031 & 2041

Commodity	2011 Tonnage	2031 Tonnage	2041 Tonnage	Share of 2041 Tonnage	20 Year CAGR%	30 Year CAGR%
Coal	53,340,146	66,450,521	75,899,776	72.0%	1.1%	1.2%
Chemicals or Allied Products	1,588,632	3,348,225	4,547,760	4.3%	3.8%	3.6%
Hazardous Materials	965,391	2,598,689	3,094,608	2.9%	5.1%	4.0%
Primary Metal Products	1,218,539	2,242,222	2,546,150	2.4%	3.1%	2.5%
Farm Products	1,956,645	2,676,166	2,439,412	2.3%	1.6%	0.7%
Food or Kindred Products	1,893,251	2,382,629	2,195,840	2.1%	1.2%	0.5%
Transportation Equipment	1,102,960	1,436,007	1,894,646	1.8%	1.3%	1.8%
Clay, Concrete, Glass, or Stone Products	610,158	1,042,429	1,313,518	1.2%	2.7%	2.6%
Pulp, Paper, or Allied Products	763,693	829,302	928,145	0.9%	0.4%	0.7%
Lumber or Wood Products, excluding Furniture	907,551	806,740	835,771	0.8%	-0.6%	-0.3%
All Other Commodities	1,388,774	8,250,946	9,782,700	9.3%	9.3%	6.7%
Total	65,735,737	92,063,876	105,478,327	100.0%	1.7%	1.6%

*Source: 2006 STB Waybill (Extrapolated Based on IMPLAN and Moody's Forecast)
CAGR: Compound Annual Growth Rate*

Missouri Rail Traffic Top Ten Outbound Commodities for 2011, 2031 & 2041

Commodity	2011 Tonnage	2031 Tonnage	2041 Tonnage	Share of 2041 Tonnage	20 Year CAGR%	30 Year CAGR%
Transportation Equipment	3,297,508	6,646,113	9,541,550	30.2%	3.6%	3.6%
Farm Products	3,360,179	4,044,426	3,491,590	11.0%	0.9%	0.1%
Clay, Concrete, Glass, or Stone Products	1,961,465	2,720,443	3,114,451	9.9%	1.6%	1.6%
Food or Kindred Products	3,289,334	3,331,213	2,998,101	9.5%	0.1%	-0.3%
Waste Hazardous Materials or Waste Hazardous Substances	1,366,105	2,247,904	2,681,571	8.5%	2.5%	2.3%
Waste or Scrap Materials	1,532,247	1,964,876	2,118,197	6.7%	1.3%	1.1%
Non-metallic Minerals	1,222,890	1,685,852	1,892,874	6.0%	1.6%	1.5%
Che Products						6
Table 5 - Missouri Top Ten Inbound Commodities Transported by Rail						
Hazardous Materials	514,147	925,252	1,115,932	3.5%	3.0%	2.6%
Primary Metal Products	384,814	562,433	584,814	1.9%	1.9%	1.4%
All Others	1,621,013	2,466,926	2,809,759	8.9%	2.1%	1.9%
Total	19,044,988	27,629,613	31,600,820	100.0%	1.9%	1.7%

*Source: 2006 STB Waybill (Extrapolated Based on IMPLAN and Moody's Forecast)
CAGR: Compound Annual Growth Rate*

Kansas City Area

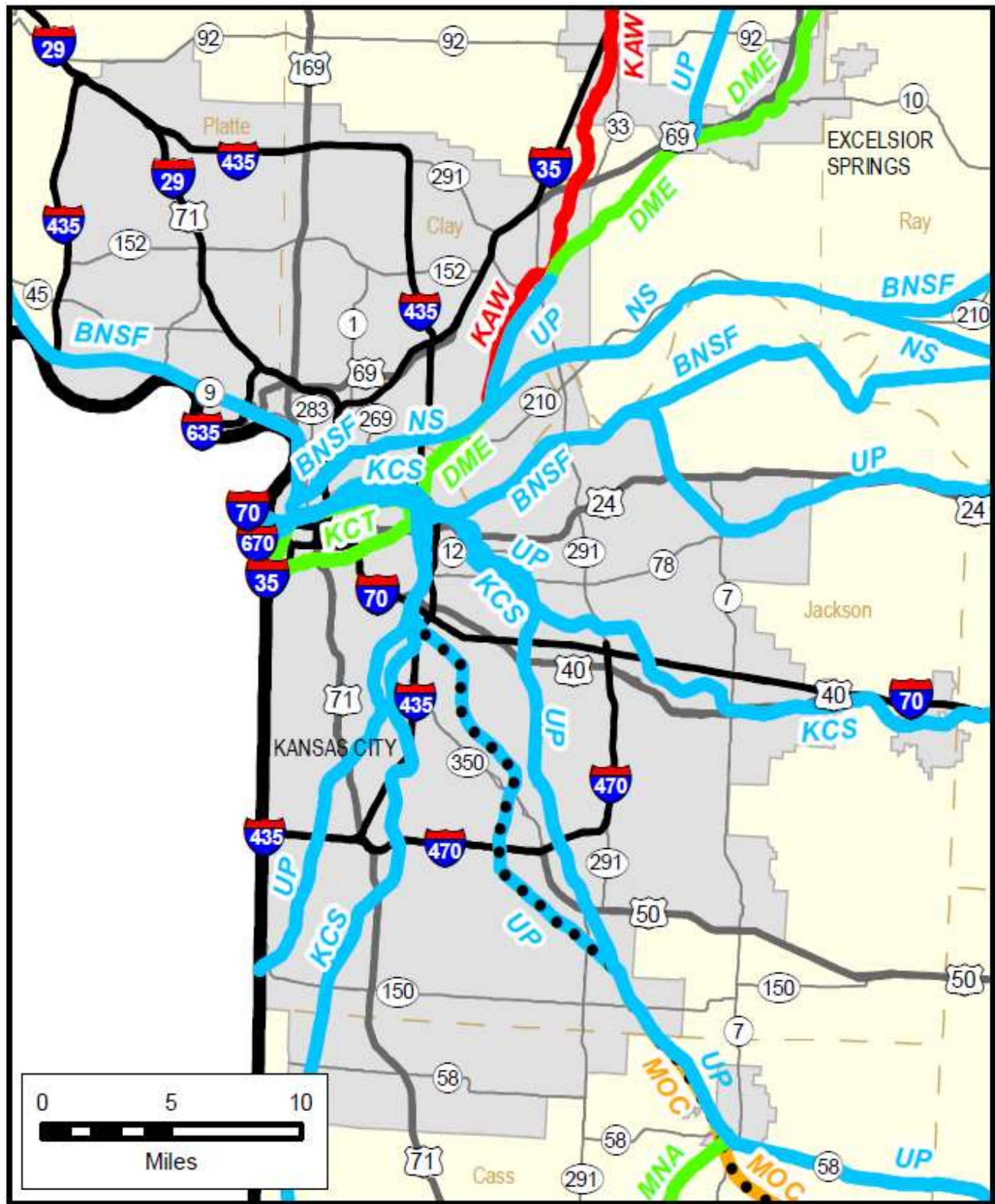


Figure 6 - Kansas City Region Rail Lines

G. Regional Air Cargo

There are 12 Missouri airports that support air cargo operations; seven conduct scheduled operations for integrated and all-cargo carriers, while five others support ad-hoc charter operations to varying degrees of volume and frequency.

These airports all act as local market stations, serving their respective surrounding market areas. Missouri's scheduled air cargo service airports include:

Table 6 - Kansas City International Airport Flight Statistics

Kansas City International Airport Flight Statistics			
Year	Passengers (Arriving/Departing)	Freight Handled (Pounds)	Flights (Takeoffs and landings)
2009	9,774,972	186,344,076	150,323
2010	9,912,203	185,408,067	145,752
2011	10,158,452	184,459,838	141,664
2012	9,749,507	189,872,059	133,196
2013	9,644,264	193,848,870	129,243
2014	10,166,879	187,804,858	126,460
2015 ¹	5,016,303	88,992,627	58,979
Total	64,422,580	1,216,730,395	885,617

Note 1 – 2015 figures through June

Kansas City International Airport (MCI)
 St. Louis Lambert International Airport (STL)
 Springfield/Branson Regional Airport (SGF)
 Joplin Regional Airport (JLN)
 Kirksville Regional Airport (IRK)
 Dexter Municipal Airport (DXE)
 Columbia Regional Airport (COU)

In addition to scheduled service, the following airports offer “ad-hoc” or charter type air cargo service: Cape Girardeau Regional Airport (CGI); Spirit of St. Louis Airport (SUS); Macon-Fowler Memorial Airport (K89); Malden Regional Airport (MAW); and Sedalia Memorial Airport (DMO).

The Kansas City International and St. Louis International Airports represent the state's largest markets and highest respective air cargo volume. The combined catchment area of these airports covers the majority of the state. Kansas City International Airport (KCI) is a major hub for air cargo due to its location adjacent to numerous interstate highways. The airport consistently ranks as

one of the best locations for air cargo and distribution facilities in the U.S. with international cargo carriers including DB Schenker, DHL, FedEx, and UPS.^{iv} National carriers include such airlines as Southwest, Delta, United, U.S Airways, Pilot Freight, American, Lynden Air Freight and Alaska Airlines. Other airports in the region with runways of sufficient length to support large aircraft for air cargo operations include Kansas City's Charles B. Wheeler downtown airport, and New Century AirCenter in Johnson County (Map 2.27). Currently these facilities do not handle air cargo.

Storage of Aviation Fuel

Carrier	Total Freight Shipped in pounds 2015 ¹	Total Freight Shipped in pounds 2014
Air Canada	0	0
Alaska	218,188	452,488
American	280,040	569,584
Continental	0	0
Delta	811,739	1458538
Frontier	0	0
Air Tran	0	0
United	50,363	680,234
U.S Airways	180,738	575,059
Southwest	5,647,433	11072347
Spirit	0	0
FedEx	57,005,349	113,799,601
Air Transport Intern	131,892	3,338,310
Airborne Express	45,803	250,081
DHL	0	0
Southern Air	2,346,723	2,160,961
UPS	21,402,130	47,648,684
Charters	872,229	839,099
Total	88,992,627	182,844,986

Note 1 - As of June 30th 2015

Table 7 - Regional Air Freight Shipments

The Hilltop Airport and Inter-State Airport (Cass County), Kitty Hawk Estates Airport and Liberty Landing Airport (Clay County) and the Noah's Ark Airport (Platte County) are private airfields that reported onsite availability of aviation fuel. The remaining private airports did not report availability of fuel or services, but it is assumed that small fuel quantities are maintained at every site for normal and emergency operations.

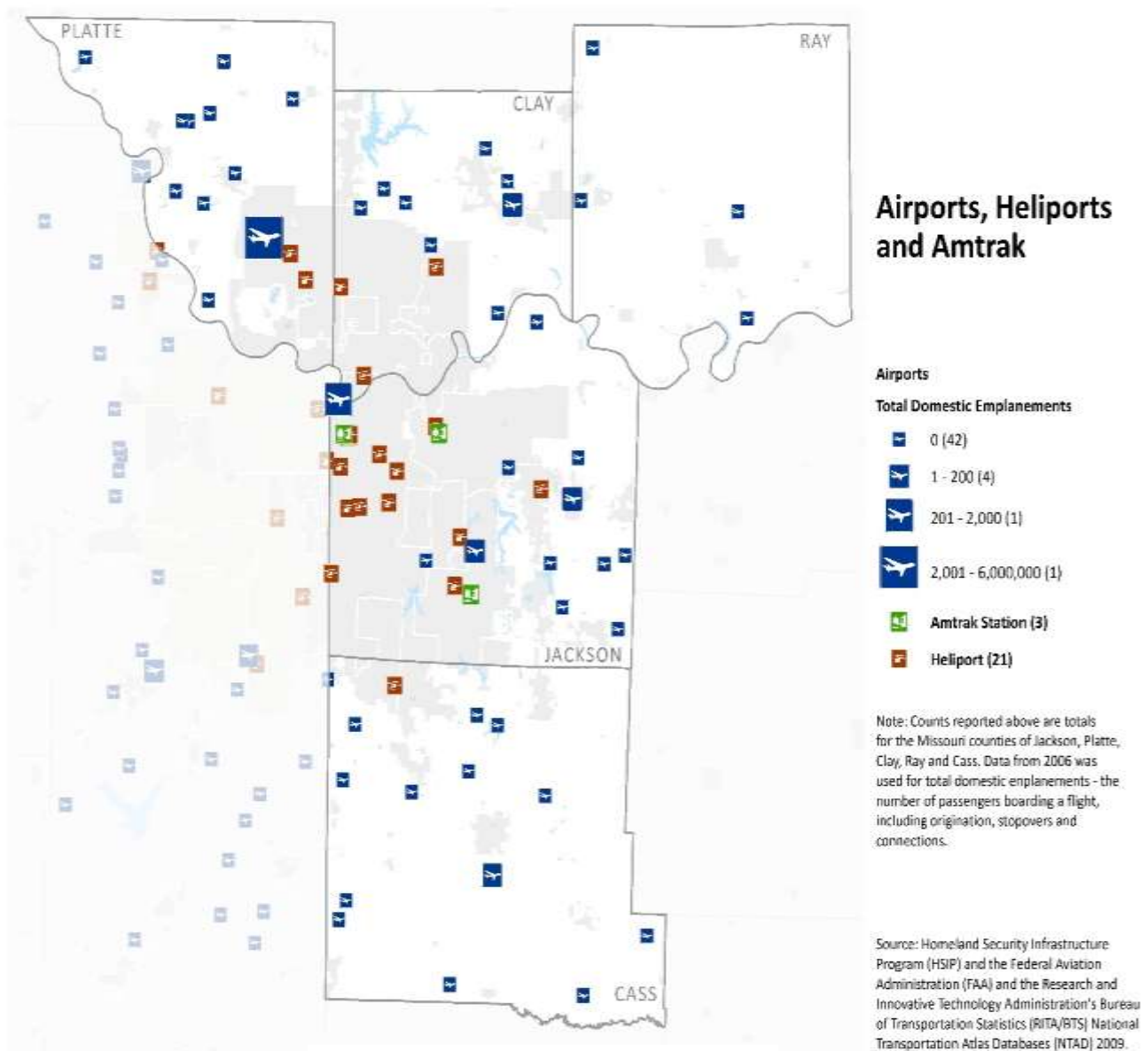


Figure 7 - Regional Airports & Heliports

Of the public airports listed in the five Missouri counties, the following reported storing aviation fuels on site: Lawrence Smith Memorial Airport (Cass County); Roosterville Airport and Midwest National Air Center Airport (Clay County); Charles B Wheeler Downtown Airport, East Kansas City Airport, and Lee's Summit Municipal Airport (Jackson County); Triple R Airport and Kansas City International Airport (Platte County); and Excelsior Springs Memorial Airport (Ray County). The numerous airports and heliports indicate they have fuel on-site as listed in airport directories but did not report aviation fuel stored on site. It is assumed that small fuel quantities are maintained at every site for normal and emergency operations.

Airports – (Cass, Clay, Jackson, Platte, Ray Counties MO) (Johnson, Leavenworth, Wyandotte KS)

County	Airport Name	City	Usage	Contact Name	St. Address	City	Zip	Fuel*	Chemicals*
Cass	McDonnell Airport-03MU	Archie	Private	LK McDonnell	Archie, MO	Archie	64725	N	N
Cass	Research Belton Hospital Heliport - MU61	Belton	Private	Research Belton Hospital	17065 South 71 Hwy	Belton	64102	N	N
Cass	Robinson Airport MU26 - Heliport	Belton	Private	R.E.J.L. Robinson	3409 E 195th Street	Belton	64102	N	N
Cass	Williams Airport MO98	Cleveland	Private	Earl Sylvia Williams	22723 State Route D	Cleveland	64734	N	N
Cass	Flying G Airport - OMO1	Creighton	Private	Frank Gregg	Creighton, MO	Creighton	64739	N	N
Cass	Hilltop Airport - MU62	Drexel	Private	Danny Payne	P.O. Box 40, Route 2	Drexel	64742	Yes 100LL	N
Cass	Richters Airport - 87MO	East Lynne	Private	Ronald L. Richter	RR 1	Pleasant Hill	64080	N	N
Cass	Veach Field-OMO3	Freeman	Private	Eddie & Sandy Veach	7301 E 271st Street	Freeman	64746	N	N
Cass	Lawrence Smith Memorial Airport - LRY	Harrisonville	Public	City of Harrisonville	P.O. Box 367, 300 E Pearl St	Harrisonville	64701	Yes 100LL	N
Cass	West Aero Ranch Airport - 6MO9	Peculiar	Private	Richard B. West	233rd West Aero Rd	Peculiar	64078	N	N
Cass	Inter-State Airport - MO29	Pleasant Hill	Private	Rhan Walker	22207 E 189th Street	Pleasant Hill	64080	Y	N
Cass	Riordan Airport - 43MO	Pleasant Hill	Private	R. J. Riordan	Rte. 5 Box 118	Pleasant Hill	64080	N	N
Cass	Bishops Landing Airport - 89MO	Westline	Private	Bishop Landing Homeowners Association	RR 1	Cleveland	64734	N	N
Clay	Charles B. Wheeler Downtown Airport - MKC	Kansas City	Public	City Of Kansas City	414 E 12th St	Kansas City	64106	Yes 100LL	N
Clay	North Patrol Div. Station Heliport - 19MO	Kansas City	Private	KCMO Police Department	1125 Locust St	Kansas City	64106	N	N
Clay	Kitty Hawk Estates Airport - 3MO6	Kearney	Private	Jerry W. Sullivan	9812 E 87th	Raytown	64138	N	N
Clay	Peterson Farm Airport - MO26	Kearney	Private	John Peterson	16412 Bishop Rd	Kearney	64060	Yes 100LL MOGas	N
Clay	Royal Wood Aerodrome Airport - 20MO	Kearney	Private	Royal Wood	21703 NE 148th Street	Kearney	64060	N	N
Clay	Liberty Hospital Heliport - 8MO2	Liberty	Private	Liberty Hospital	2525 Glenn Hendren Drive	Liberty	64068	N	N
Clay	Liberty Landing Airport - 4MO4	Liberty	Private	E W Raasch lli L F Raasch	17607 Ne 52nd St	Liberty	64068	Yes MOGas	N
Clay	Roosterville Airport - ONO	Liberty	Public	Aire Kare Inc.	11001 Ne 112th St	Kansas City	64157	Yes 100LL	N
Clay	Midwest National Air Center Airport - GPH	Mosby	Public	Clay County Commission	16616 Ne 116 St	Kearney	64060	Yes 100LLA MOGas	N
Clay	North Kansas City Hospital Heliport - 83MO	North Kansas City	Private	North Kansas City Hospital	2800 Clay Edwards Drive	North Kansas City	64116	N	N

County	Airport Name	City	Usage	Contact Name	St. Address	City	Zip	Fuel*	Chemicals*
Clay	Dunham Pvt Airport - 79MU	Smithville	Private	Bob Dunham	1901 Ne 132nd Street	Kansas City	64165	N	N
Clay	Rollert Farm Airport - 29MO	Smithville	Private	Fred A. & Judith L. Rollert	PO. Box 455	Smithville	64089	N	N
Jackson	Martens Airport - 4MO8	Atherton	Private	Carl Martens	25204 E Blue Valley Road	Independence	64058	N	N
Jackson	Blue Springs Heliport - MO28	Blue Springs	Private	St. Mary's Hospital	201 W Mize Rd	Blue Springs	64014	N	N
Jackson	Clevenger Airport - MO18	Blue Springs	Private	Stephen Mark Clevenger	28800 Colbern Rd	Lee's Summit	64086	N	N
Jackson	Stevinson Farm Airport - 14MO	Blue Springs	Private	Joseph B Stevenson	Rr 2 Box 313	Blue Springs	64015	N	N
Jackson	East Kansas City Airport - 3GV	Grain Valley	Public	Grain Valley Airport Corp	P.O. Box 255 Walnut Kirby Rd	Grain Valley	64029	Yes 100LLA+	N
Jackson	Washburn Farm Airport - 62MO	Grain Valley	Private	John Barbara Washburn	2908 S Bb Highway	Grain Valley	64029	N	N
Jackson	Independence Regional Health Center Heliport - 2MO3	Independence	Private	Independence Regional Health	1509 W Truman Road	Independence	64050	N	N
Jackson	Baptist Medical Center Heliport - MO69	Kansas City	Private	Baptist Medical Center	6601 Rockhill Road	Kansas City	64131	N	N
Jackson	Bert Walter Berkowitz Heliport - 0MO4	Kansas City	Private	Truman Medical Center, Inc.	2301 Holmes	Kansas City	64108	N	N
Jackson	Children's Mercy Hospital Heliport - 75MO	Kansas City	Private	Children's Mercy Hospital	2401 Gillham Road	Kansas City	64108	N	N
Jackson	Dst Heliport - MU67	Kansas City	Private	DST Systems Inc.	7201 E 64 St	Kansas City	64153	N	N
Jackson	Police Dept Helicopter Maint Facility Heliport - 3MO1	Kansas City	Private	Board Of Police Commissioners	1125 Locust	Kansas City	64129	N	N
Jackson	Research Medical Center Heliport - 3MO3	Kansas City	Private	Research Medical Center	2316 East Meyer Blvd	Kansas City	64132	N	N
Jackson	Runway Ranch Airport - 2MO9	Kansas City	Private	Gloria J. Mc Reynolds	P.O. Box 446	Camdenton	65020	N	N
Jackson	St Joseph Health Center Heliport - MO21	Kansas City	Private	St Joseph Health Center	1000 Carondelet Dr	Kansas City	64114	N	N
Jackson	St Luke's Hospital Heliport - 5MO5	Kansas City	Private	St Luke's Hospital	4400 Wornall Road	Kansas City	64111	N	N
Jackson	Truman Medical Center East Heliport - 7MO0	Kansas City	Private	Truman Medical Center East	7900 Lees Summit Road	Kansas City	64139	N	N
Jackson	Truman Medical Center West Heliport - MO05	Kansas City	Private	Truman Medical Center West	7900 Lees Summit Rd	Kansas City	64139	N	N
Jackson	Va Medical Center Heliport - MU58	Kansas City	Private	Dept. Of Veterans Affairs	4801 Linwood Blvd	Kansas City	64128	N	N
Jackson	Falcon Heliport - MU90	Lee's Summit	Private	Falcon Helicopter Inc.	2451 N E Douglas	Lee's Summit	64064	N	N
Jackson	Lee's Summit Heliport - MU08	Lee's Summit	Private	Lee's Summit Hospital	530 North Murray Road	Lee's Summit	64063	N	N
Jackson	Lee's Summit Muni Airport - LXT	Lee's Summit	Public	City Of Lee's Summit	2900 SE Green Road	Lee's Summit	64063	Yes 100LLA MOGas	N

County	Airport Name	City	Usage	Contact Name	St. Address	City	Zip	Fuel*	Chemicals*
Jackson	Lambs Field Airport - 0MU7	Lone Jack	Private	Jimmie D Lamb	12208 S Franklinberry Rd	Lone Jack	64070	N	N
Jackson	Michael Farm Airport - MU84	Lone Jack	Private	Charles Michael	Route 1	Lee's Summit	64063	N	N
Jackson	Powis Airport – MO87	Oak Grove	Private	Mike Powis	9203 Stillhouse Road	Oak Grove	64075	N	N
Jackson	Thomas Airport – MU85	Oak Grove	Private	Lee Roy Thomas	39202 E. J.W. Cummins Road	Oak Grove	64075	N	N
Platte	Triple R Airport - 0C1	Dearborn	Public	Andrew Rottinghaus	221815 Oilwell Road	Dearborn	64439	Yes 100LL	N
Platte	Executive Hills Polo Club Heliport - 72MU	Kansas City	Private	Executive Hills North Inc.	10220 N. Executive Hills Blvd	Kansas City	64153	N	N
Platte	Kansas City Intl Airport - MCI	Kansas City	Public	City of Kansas City	601 Brasilia Po Box 20047	Kansas City	64141	Yes 100LLA	N
Platte	Spelman-St. Luke's Hospital Heliport - MO63	Kansas City	Private	St Luke's Northland Hospital	5830 NW Barry Road	Kansas City	64154	N	N
Platte	Elton Field Airport - 7MO5	Platte City	Private	Ron Elton	19735 Humphrey Access	Platte City	64079	N	N
Platte	Flintlock Field Airport - 7MO4	Platte City	Private	AW Poehlman	6970 E Mesquite Road	Las Vegas, NV	89110	N	N
Platte	Platte Valley Airport - MU97	Platte City	Private	John Jeff Morelli	Route 1 Box 250	Platte City	64079	N	N
Platte	Smitty's Landing Airport - 1MU2	Ridgely	Private	Mike Jane Smith	1401 NE Bronze Dr	Lee's Summit	64086	N	N
Platte	Bean Lake Airport - 8MO7	Rushville	Private	Claude W. McGueen Jr	PO Box 151	Branson	65616	N	N
Platte	Noah's Ark Airport - 06MO	Waldron	Private	WN Dunagan	PO Box 11	Waldron	66109	Yes 100LL	N
Platte	Louises Strip Airport - 40MO	Weston	Private	Louise Fausett	18330 Lober Rd	Weston	64098	N	N
Platte	Schaback Strip Airport - MO51	Weston	Private	Roberts Family Trust	17775 Lober Rd	Weston	64098	N	N
Platte	Vandahl Airport - MU71	Weston	Private	David Vandahl	14207 Hwy 45	Platte City	64079	N	N
Ray	Excelsior Springs Memorial Airport - 3EX	Excelsior Springs	Public	City of Excelsior Springs	201 E. Broadway	Excelsior Springs	64024	Yes 100LL	N
Ray	Martins Airport - 21MO	Lawson	Private	Ray Martin	Rte. 1 Box 219	Lawson	64026	N	N
Ray	Lexington Muni Airport - 4K3	Lexington	Public	Tom Dolphin	42938 W 64th Street	Henrietta	64036	Yes A+	N
Ray	Curtis Field Airport - 8MO3	Richmond	Private	Gerald E Curtis	Rte. 1 Box 7	Richmond	64085	N	N
Wyandotte	Muni Office Building Heliport –SN79	Kansas City	Private	Donald P. Jones	1 Civic Center Plaza	Kansas City	66101	N	N
Wyandotte	Providence Medical Center Heliport – 6KS9	Kansas City	Private	Craig Frye	8929 Parallel Parkway	Kansas City	66112	N	N
Wyandotte	University of Kansas Hospital Heliport – 10KS	Kansas City	Private	Tim O'Connell	3901 Rainbow Mail Stop 3011	Kansas City	66103	N	N
Leavenworth	Hoelting Airport – SN22	Basehor	Private	Albert Hoelting	16247 State Ave	Basehor		N	N
Leavenworth	Neu Field – 8KS1	Basehor	Private	Ricky L. Neu	17271 Hollingsworth Rd	Basehor		N	N

County	Airport Name	City	Usage	Contact Name	St. Address	City	Zip	Fuel*	Chemicals*
Leavenworth	Huff Airport – 1KS9	Bonner Springs	Private	Glenn & Joyce Huff	15932 Stillwell Road	Bonner Springs		N	N
Leavenworth	Risky Airport – 1KS2	Easton	Private	Myron E. Gadow	10314 Grant	Overland Park Kansas	66212	N	N
Leavenworth	Sherman Air Force Base - FLV	Fort Leavenworth	Military	Airfield Operations	Army Aviation Division 296 Grant Avenue	Fort Leavenworth	66207	Yes 100LLA A1+	N
Leavenworth	Highcrest Air Park – SN83	Lancing	Private	William Kidder	24833 159th St.	Leavenworth	66048	N	N
Leavenworth	Lancing Correctional Facility Heliport – SN60	Lancing	Federal	Chuck Phillips	P.O. Box 2	Lansing	66043	N	N
Leavenworth	Blaser’s Airport – SN84	Leavenworth	Private	Walter Blaser Jr.	527 Cherokee	Leavenworth	66048	Yes 100 & 80	N
Johnson	Ingels Aerodrome – 4KS2	De Soto	Private	Frank R. Ingels	16160 Loring Rd	Linwood	66052	N	N
Johnson	Gardner Municipal Airport – K34	Gardner	Public	Dave Hayden	City Hall 120 E Main	Gardner	66030	Yes 100LL MOGas	N
Johnson	Shawnee Mission Med Center Heliport – 9KS2	Merriam	Private	Bruce Murphy	9100 W 74 Street	Shawnee Mission	66201	N	N
Johnson	Cedar Air Park – 51K	Olathe	Public	Hugh Forrest Wings Unlimited Inc.	25900 College Blvd.	Olathe	66061	N	N
Johnson	Clear View Farm Airport -97KS	Olathe	Private	Richard D. Combs	15575 Barton	Overland Park	66221	N	N
Johnson	Johnson County Executive Airport OJC	Olathe	Public	Melissa Cooper	1 New Century Parkway	Olathe	66031	Yes 100LLA	N
Johnson	New Century Air Center - IDX	Olathe	Public	Colin Mckee	One New Century Parkway	New Century	66031	Yes 100LLA	N
Johnson	Menorah Medical Park Heliport – SN35	Overland Park	Private	Steven D Wilkinson	5721 W 119th Street	Overland Park	66029	N	N
Johnson	Overland Park Regional Medical Center Heliport – SN54	Overland Park	Private	Bob Schmuck	10500 Quivera Rd	Overland Park	66215	N	N
Johnson	Hillside Airport – 63K	Stilwell	Public	William C. Sheldon	16885 S. Kenneth Rd	Stilwell	66085	N	N

Table 8 - Local Airport/Heliport Data

* FAA - Airport Data was used to identify potential stored fuel for sale.

H. Regional Water Ports and Transportation

Kansas River

The Kansas River was considered commercially navigable for only a brief period during the early to mid-1800s. In 1864 the State Legislature of Kansas declared the Kansas River non-navigable and allowed for construction of bridges, primarily railroad, and dams without restriction. This was the status of the Kansas River until 1913 when the State Legislature restored the Kansas River to navigable status. Today, the U.S. Coast Guard, which has jurisdiction for bridge restrictions over navigable waterways, has determined that the Kansas River is not a navigable waterway due to dam and water intake constraints. The Coast Guard does not exercise any bridge administration functions for navigation regarding the river today.

Missouri River

The Missouri River supports numerous public and private ports, docks, launching ramps and marinas. Though there are some freight movements between the municipal docks, boat ramps, or marinas, they are very limited movements. Mostly, freight moves by river barges (commonly referred to as tows) that are

loaded and unloaded at private dock facilities. The private dock facilities are often owned, operated, and maintained by a private firm or a cooperative, such as a group of farmers, in the case of grain loading and unloading facilities.

Kansas

There are numerous public and private ports, docks, launching ramps and marinas along the Missouri River. Most docks (15 out of 27 in Kansas, or 55 percent) handle either grain products or building materials such as sand, gravel, and rock. Five (5) docks are inactive, and four (4) are listed as Other/Public Access and do not appear to support transport of goods. Two (2) docks ship Fertilizer (dry, liquid) to/from Atchison and Wyandotte counties. The last dock, also noted in Wyandotte County, was reported to transport Chemicals (acid, fuel, liquid). (Reference Kansas Statewide Freight Study, KDOT, June 2009) See Appendix “P” for public ports and docks along the Missouri River

Missouri

In 1977, the Kansas City Port Authority was established by the City of Kansas City, Missouri. Governed by a nine-member citizen Board of Commissioners appointed by the Mayor, the port authority is a public corporation and a political subdivision of the State of Missouri. The Port of Kansas City's port authority has statutory authority to issue bonds, reclaim land, and enter into contracts for development projects, making it a unique agency that is vital to the city's economic progress.

The Port of Kansas City facility has about 274 meters (900 feet) of shoreline with serviceable trans-loading, storage areas and a 50- to 100-ton capacity crane to transfer cargo to/from truck to barge. The terminal has capacity to handle over 800 thousand tons of cargo each year, including dry and liquid bulk, construction materials, chemicals, and over-sized cargoes. Located on the Missouri River where it meets the Kansas River, the Port of Kansas City is part of urban complex that also includes Kansas City, Kansas, Kansas City, Missouri, and several smaller municipalities in the surrounding area. The 2010 US Census reported a population of almost 460 thousand people in the Port of Kansas City.

Most of the regional river freight is transported from Kansas City, (the Port of Kansas City, Missouri), to the mouth of the Missouri River, just North of St. Louis, Missouri. Of the 85,007 short tons (2,000 lb.) of regional river freight carried by barges on the Missouri River from 1997 to 2006, 96 percent of the tonnage was from Kansas City (River Mile 374.8) to the mouth of the Missouri River. The range of short tons was from a high in 2001 of 9,295 to a low of 7,608 in 2005, with an average tonnage of 81,300 thousands of tons. The Port of Kansas City (River Mile 374.8 to River Mile 353.8) accounted for a total of 36,614 thousands of short tons and with an average of 3,661 thousands of tons per year.

Major commodities transported by barge tow on the Missouri River includes agricultural products (farm and food products); chemicals, including fertilizers, refined and unrefined petroleum products, manufactured goods, including building materials and products (cement and lumber) and crude bulk commodities such as sand and gravel. Farm products, including corn, soybeans, and animal feeds, are the largest single commodity group transported on the Upper Mississippi River system. *Of this total, hazardous materials include industrial chemicals (4%) and Petroleum Products (10%).*

In 2007 the port was closed because river levels were dropping and floating barges down the Missouri River was unfeasible. In 2015 the port was reopened and is now one of the largest storage and distribution centers serving Missouri River barge traffic. By the end of 2015 the terminal will ship 5,000 short tons of coal, scrap metal and mill scale. It is projected to ship over 150,000 short tons of material in 2016.

I. Transportation Corridors

Kansas City's system of roadways is among the most extensive in the nation. According to Federal Highway Administration statistics, the Kansas City region has the most freeway miles per person of all urbanized areas with populations greater than 500,000. The Kansas City metro area also has the second highest total roadway miles per person and the eighth highest daily vehicle miles traveled (DMVT) per person^v. (See functional Class Road Miles) It is one of eight cities in the United States in which four interstates intersect. Kansas City's highway infrastructure includes:

Four interstates (I-70, I-49, I-35 and I-29)

Four interstate linkages (I-435, I-635, I-470 and I-670)

Nine U.S. highways

Regional Road Class Miles										
Roadway Type	Cass	Clay	Jackson	Platte	Ray	Kansas City	Johnson	Leavenworth	Wyandotte	Planning Area
Interstate	62	98	170	107	0	207	93	37	101	875
Freeway / Expressway	0	84	102	26	0	116	99	0	48	475
Principal Arterial	53	73	274	37	n/a	188	59	45	50	779
Minor Arterial	92	131	400	88	76	377	276	121	169	1654
Major Collector	224	195	288	148	205	182	360	228	148	1773
Minor Collector	43	5	3	8	n/a	0	6	79	0	144
All other roads	1,588	1,608	3,656	931	863	1,070	n/a	n/a	n/a	9,716
Total	2,062	2,194	4,893	1,345	1,144	2,140	893	510	516	15,416

Table 9 - Regional Road Class Miles

As measured by the Bureau of Transportation Statistics (BTS), the Commodity Flow Survey indicates that trucks moved more than one-half of all hazardous materials shipped from within the United States. Flammable liquids, especially gasoline, are the predominant hazardous materials transported in the United States. In terms of ton-miles, flammable liquids account for about 56 percent of hazardous materials shipments. The next largest class of hazardous materials, in terms of ton-miles, is gases at about 17 percent^{vi}.

Highways, railways, waterways, pipelines, and commercial and military aviation routes are especially vulnerable to hazardous materials spills because of the multitude of chemical, radioactive, nuclear, explosives and hazardous substances transported along them. Approximately 16,000 hazardous materials incidents occurred in 2013, excluding pipelines (see Hazardous Materials Transportation Incidents Table)

A very small share of hazardous materials transportation incidents are the result of a vehicular crash or train derailment (referred to as "accident-related"). Ninety percent (90%) of incidents related to the movement of hazardous materials occur on highways or in truck terminals. In 2013, 2.1 percent of accident-related incidents were attributable to vehicle crashes or train derailments, which accounted for the majority of property damage. Most hazardous materials incidents occur because of human error or package failure, particularly during loading and unloading.

Hazardous Materials Transportation Incidents: 1990, 2000, and 2010–2013

	1990	2000	2010	2011	2012	2013
Total incidents	8,879	17,557	14,802	15,026	15,439	15,766
Total accident-related incidents	297	394	359	376	398	329
Air	297	1,419	1,295	1,400	1,460	1,438
Accident-related	0	3	2	2	2	3
Highway	7,296	15,063	12,653	12,810	13,247	13,604
Accident-related	249	329	321	334	363	296
Rail	1,279	1,058	749	745	662	661
Accident-related	48	62	35	40	33	30
Water ¹	7	17	105	71	70	63
Accident-related	0	0	1	0	0	0
Other ²	0	0	NA	NA	NA	NA
Accident-related	0	0	NA	NA	NA	NA

KEY: NA = not available.

¹ Water category includes only packaged (nonbulk) marine. Non-packaged (bulk) marine hazardous materials incidents are reported to the U.S. Coast Guard and are not included.

² Other category includes freight forwarders and modes not otherwise specified.

NOTES: Hazardous materials transportation incidents required to be reported are defined in the Code of Federal Regulations (CFR), 49 CFR 171.15, 171.16 (Form F 5800.1). Hazardous materials deaths and injuries are caused by the hazardous material in commerce. Each modal total also includes fatalities caused by human error, package failure, and causes not elsewhere classified. As of 2005, the Other data are no longer included in the hazardous materials information system report. *Accident-related* means resulting from a vehicular crash or accident damage (e.g., a train derailment).

SOURCE: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Office of Hazardous Materials Safety, Hazardous Materials Information System Database, available at www.phmsa.dot.gov/hazmat/library/data-stats as of February 2014.

Table 10 - Hazardous Materials Transportation Incidents

Hazardous Materials Shipments by Hazard Class: 2007

Hazard class	Description	Value		Tons		Ton-miles ¹		Miles
		\$ Billions	Percent	Millions	Percent	Billions	Percent	Average distance per shipment
Class 1	Explosives	12	0.8	3	0.1	<1	<0.1	738
Class 2	Gases	132	9.1	251	11.2	55	17.1	51
Class 3	Flammable liquids	1,170	80.8	1,753	78.6	182	56.1	91
Class 4	Flammable solids	4	0.3	20	0.9	6	1.7	309
Class 5	Oxidizers and organic peroxides	7	0.5	15	0.7	7	2.2	361
Class 6	Toxic (poison)	21	1.5	11	0.5	6	1.8	467
Class 7	Radioactive materials	21	1.4	<1	<0.1	<1	<0.1	S
Class 8	Corrosive materials	51	3.6	114	5.1	44	13.7	208
Class 9	Miscellaneous dangerous goods	30	2.1	63	2.8	23	7.1	484
Total		1,448	100.0	2,231	100.0	323	100.0	96

Key: S = data are not published because of high sampling variability or other reasons.

¹ Ton-miles estimates are based on estimated distances traveled along a modeled transportation network.

Note: Numbers and percents may not add to totals due to rounding.

Table 11 - Hazardous Materials Shipment by Class

Trucks carried the largest share of freight shipments moving less than 500 miles from point of origin. Railroads and pipelines, combined, carried over one-half of the tonnage shipped from 750 miles to 1,000 miles. Air cargo and shipments by multiple modes (e.g., shipments transferred from rail to truck) accounted for over one-half of the value of freight moved more than 2,000 miles.

UN description	Tons			Ton-miles (2)		
	2012 (thousands)	Intrastate (percent)	Interstate (percent)	2012 (millions)	Intrastate (percent)	Interstate (percent)
Ammonia, anhydrous	6,283	74.2	25.8	459	57.4	42.6
Argon, compressed	6,178	68.2	31.8	449	43.5	56.5
Carbon dioxide	8,788	72.8	27.2	897	50.3	49.7
Helium, compressed	S	S	8.3	181	66.7	33.3
Nitrogen, compressed	11,083	70	30	853	44.2	55.8
Oxygen, compressed	8,559	75.2	24.8	653	48.7	51.3
Petroleum gases, liquefied or liquefied petroleum gas	25,687	93.5	6.5	2,075	94.7	5.3
Ethanol or ethyl alcohol or ethanol solutions or ethyl alcohol solutions	3,602	88	12	170	70.2	29.8
Diesel fuel, including gas oil or heating oil, light	47,773	95.2	4.8	1,554	70.4	29.6
Gasoline, includes gasoline mixed with ethyl alcohol	227,932	91.7	8.3	9,418	79.5	20.5
Kerosene	S	S	S	68	86.4	S
Hypochlorite solutions	S	S	S	S	S	S
Sodium hydroxide solution	7,350	75.7	24.3	506	43	57
Sulfuric acid with more than 51 percent acid	6,230	78.4	21.6	480	61.4	38.6
Propane, see also petroleum gases, liquefied	4,360	98.2	1.8	S	S	1.7
Alcohols, n.o.s	3,409	65	35	418	44.9	55.1
Flammable liquids, n.o.s	205,234	93.2	6.8	10,225	87.4	12.6
Tars, liquid including road oils and cutback bitumens, including road asphalt	5,546	95.2	4.8	149	73.7	S
Ammonia solutions	3,861	60.7	39.3	326	44.9	S
Elevated temperature liquid, n.o.s., at or above 100 c and below its flash point	5,371	70.6	29.4	508	47.6	52.4
Total	649,117	89	11	34,541	73.6	26.4

KEY: S = Withheld because estimate did not meet publication standards.

(1) UN numbers shown had the highest estimated weight without considering sampling variability. Since an "All other UN numbers" line is not shown, estimates do not add to total. (2) Ton-miles estimates are based on estimated distances traveled along a modeled transportation network.

NOTES: Value-of-shippments estimates have not been adjusted for price changes. Tables above provide estimated measures of sampling variability. Links to this information on the Internet may be found at www.census.gov/econ/cfs for purposes of this table, individual shipment data are classified as either completely "interstate" or completely "intrastate." All shipments with the state of destination different from the state of origin are classified as "interstate." All shipments having the state of origin the same as the state of destination are classified as "intrastate."

SOURCE: U.S. Department of Transportation, Bureau of Transportation Statistics and U.S. Department of Commerce, U.S. Census Bureau, 2012 Economic Census: Transportation Commodity Flow Survey, December 2014.

Table 12 - Types of Hazardous Chemicals Shipped

Table 13 - Weight & Value of Shipments by Transportation Mode

Weight and Value of Shipments by Transportation Mode: 2007, 2012, and 2040¹

Millions of tons	2007				2012				2040			
	Total	Domestic	Exports ²	Imports ²	Total	Domestic	Exports ²	Imports ²	Total	Domestic	Exports ²	Imports ²
Truck	12,778	12,587	95	97	13,182	12,973	118	92	18,786	18,083	368	335
Rail	1,900	1,745	61	93	2,018	1,855	82	82	2,770	2,182	388	201
Water	950	504	65	381	975	542	95	338	1,070	559	164	347
Air, air & truck	13	3	4	6	15	3	5	7	53	6	20	27
Multiple modes & mail	1,429	433	389	606	1,588	453	540	595	3,575	645	1,546	1,383
Pipeline	1,493	1,314	4	175	1,546	1,421	13	112	1,740	1,257	17	467
Other & unknown	316	266	36	14	338	277	47	14	526	362	130	34
Total	18,879	16,851	655	1,372	19,662	17,523	901	1,238	28,520	23,095	2,632	2,794

¹Many 2007 and 2040 numbers in this table were revised as a result of Freight Analysis Framework (FAF) database improvements in FAF, version 3.4.

²Data do not include imports and exports that pass through the United States from a foreign origin to a foreign destination by any mode.

NOTES: Numbers may not add to totals due to rounding. The 2012 data are provisional estimates that are based on selected modal and economic trend data. All truck, rail, water, and pipeline movements that involve more than one mode, including exports and imports that change mode at international gateways, are included in multiple modes & mail to avoid double counting. As a consequence, rail and water totals in this table are less than other published sources.

SOURCE: U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), Office of Freight Management and Operations, Freight Analysis Framework, version 3.4, 2014 as cited in USDOT, FHWA and Bureau of Transportation Statistics, *2013 Freight Facts and Figures*, Table 2-1 and 2-2. Available at http://ops.fhwa.dot.gov/freight/freight_analysis/nat_freight_stats/ as of August 2014.

The Missouri Department of Transportation (MODOT) maintains Traffic Volume and Commercial Vehicle Count Maps (See Kansas City's Traffic Count Map Figure 8). These maps detail the amount of traffic using Missouri's state highways. Due to the size of the system - 32,000 miles - the nation's seventh largest - MoDOT produces these maps on a three-year cycle. The Kansas Department of Transportation (KDOT) maintains County Traffic Count which is updated every two to three years. (See Figure 7 through Figure 16)

This traffic count information was used to develop the hazardous materials shipments by truck in the Kansas City Area. This information is very general and all traffic counts, shipments and numbers are estimates only that can be used to help local jurisdictions determine the number of potential hazardous materials shipments carried by trucks on area roadways. These figures are to be used for general hazardous materials planning purposes only and not for traffic flow or other types of operations or projects.

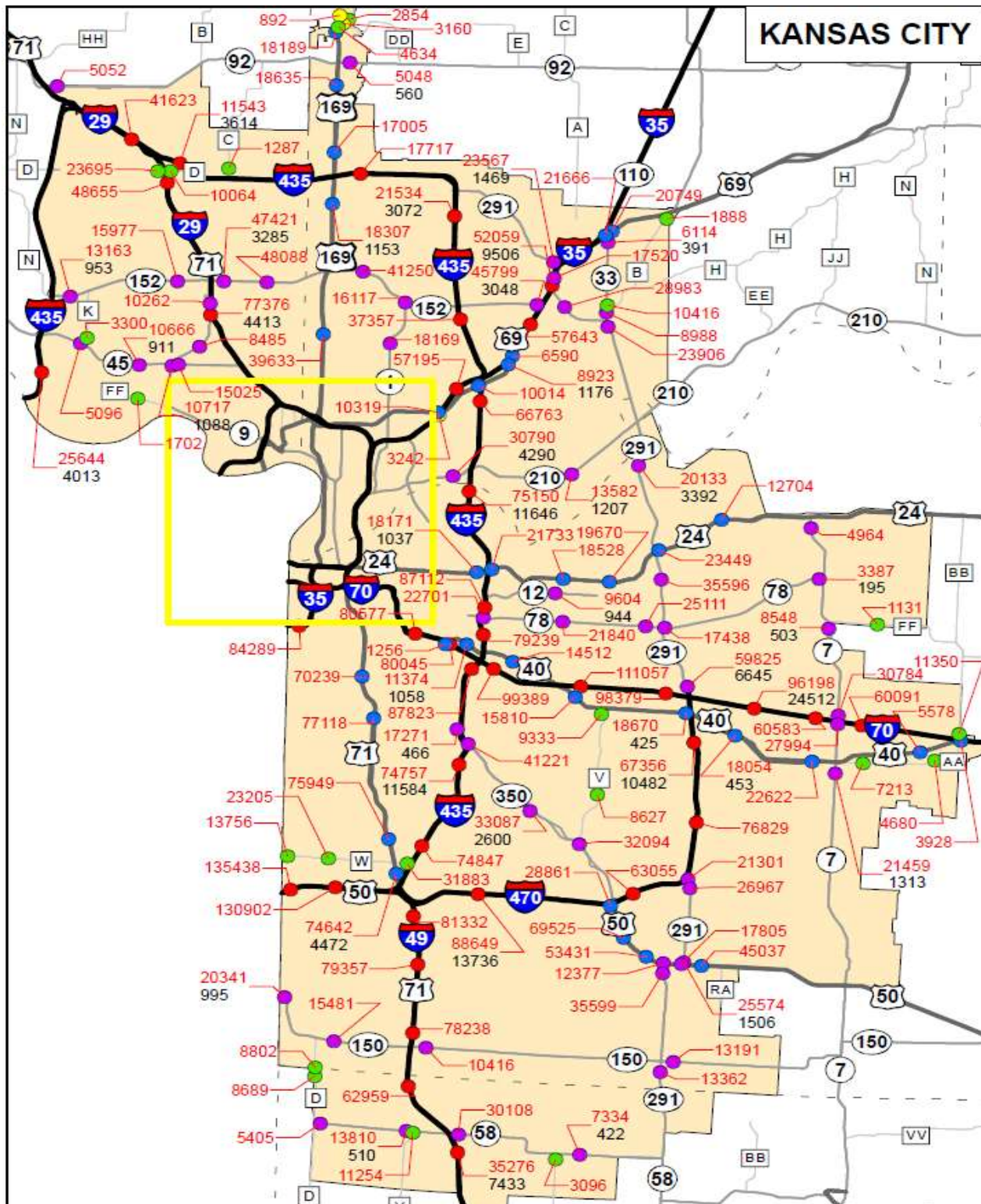
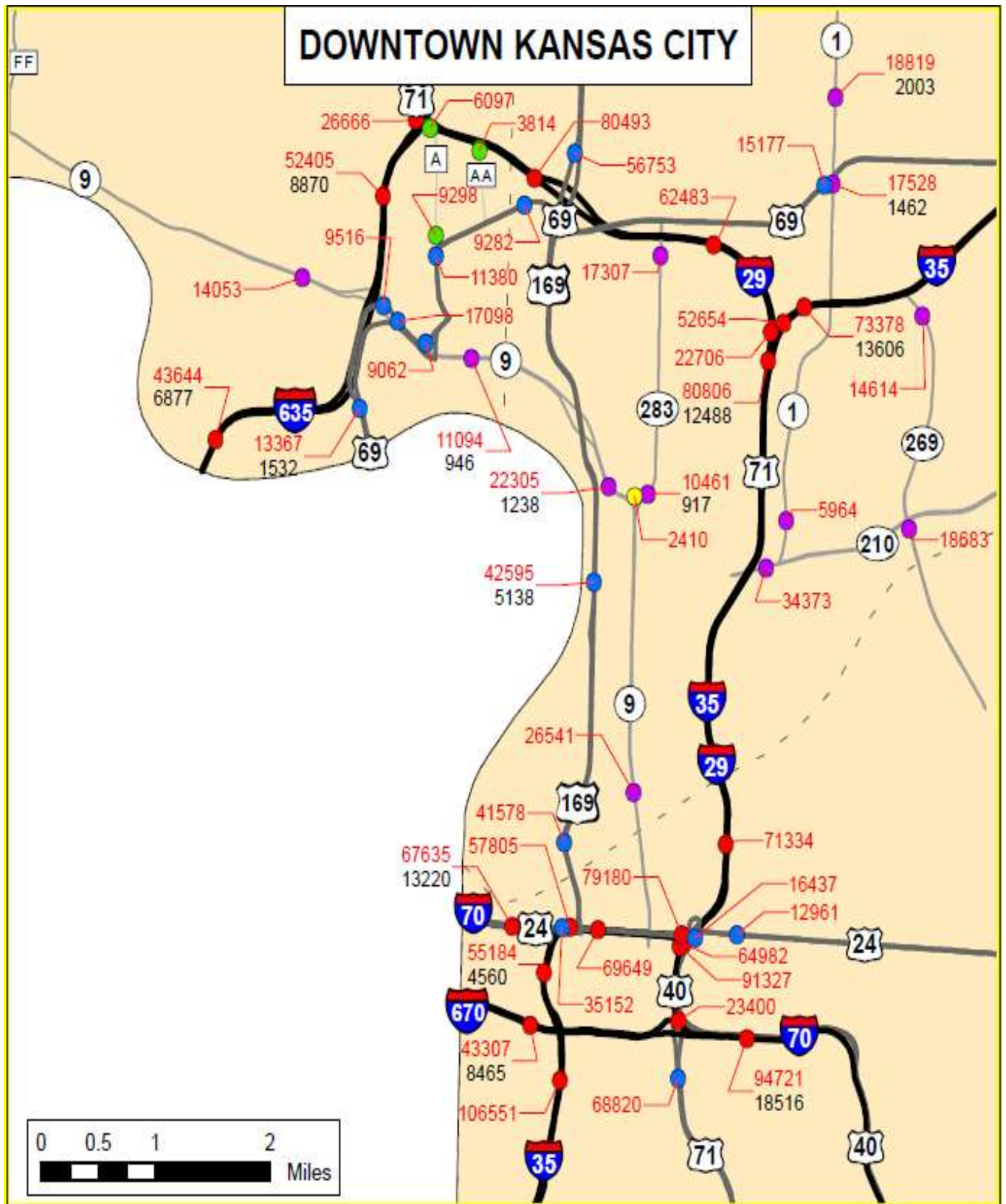


Figure 8 - Kansas City Area Traffic Count Map



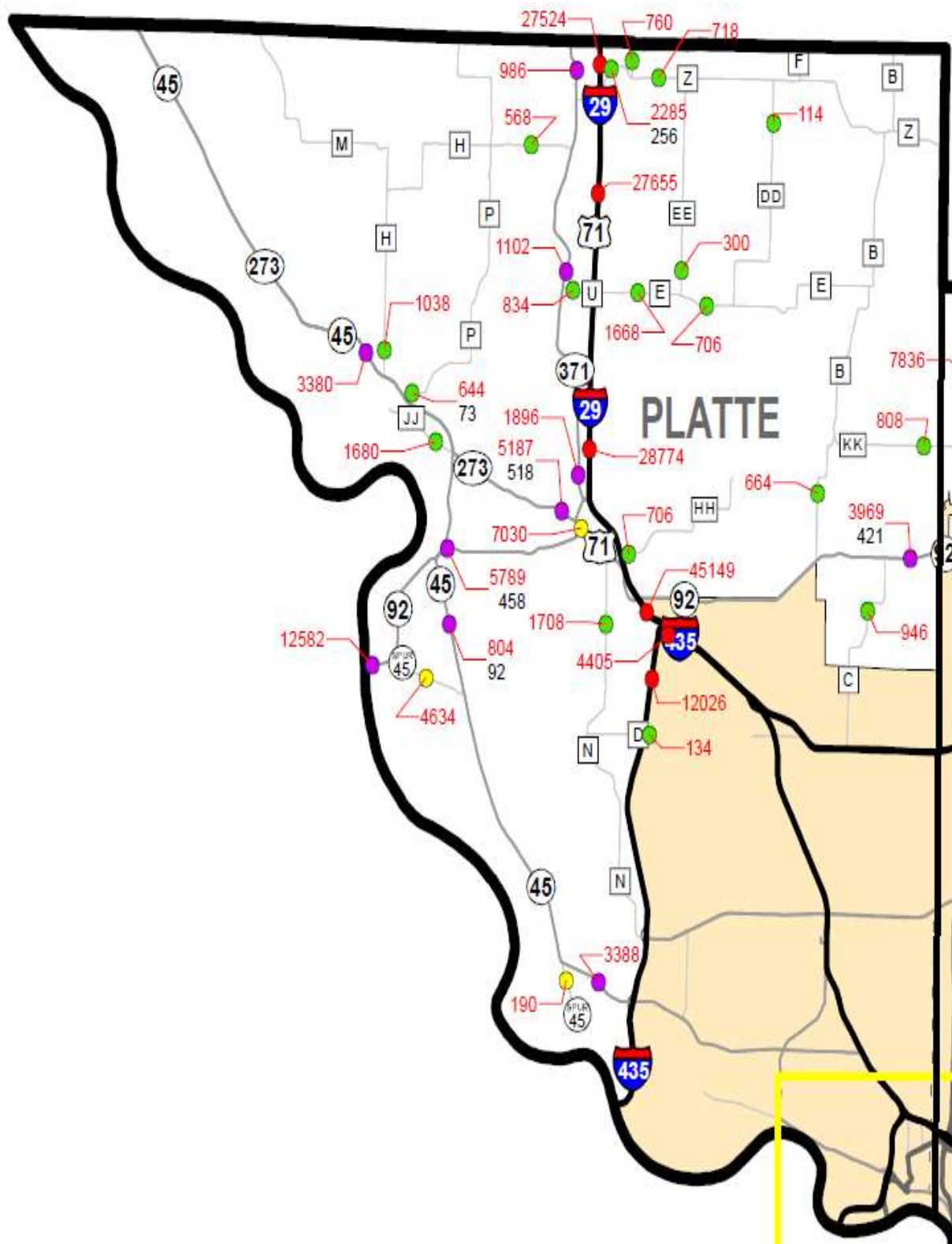


Figure 10 - Platte County Traffic Count Map

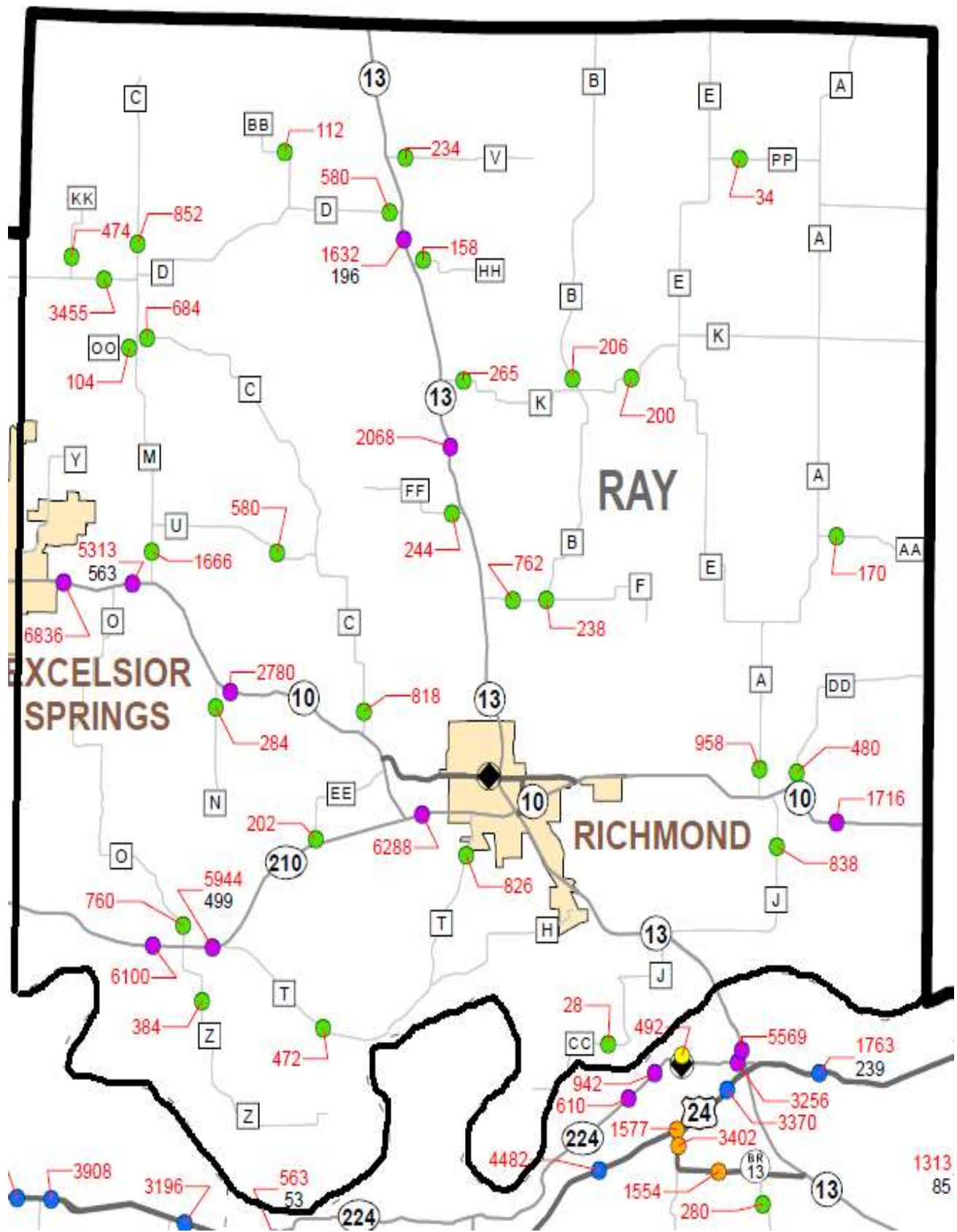


Figure 11 - Ray County Traffic Count Map

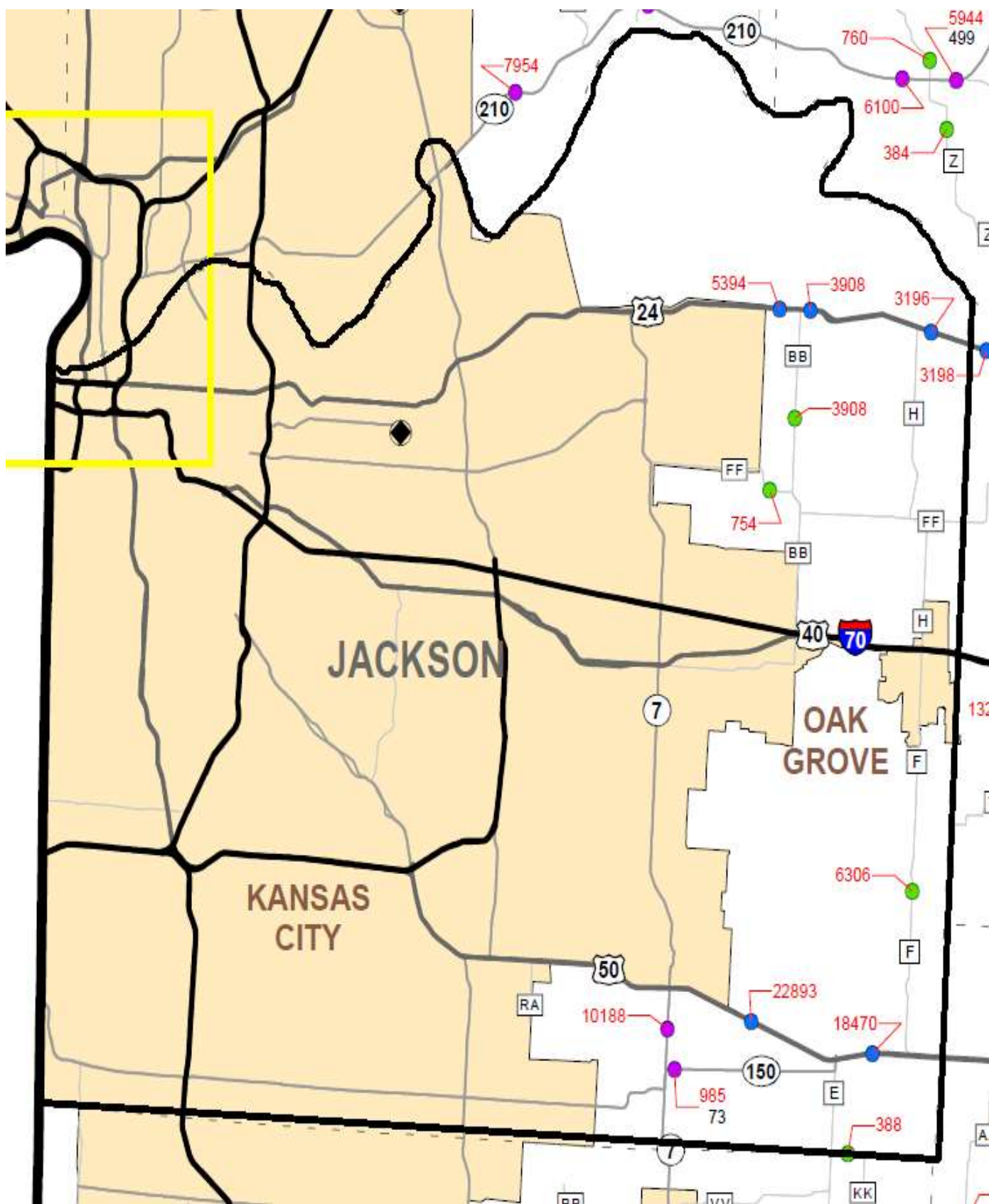


Figure 12 - Eastern Jackson County Traffic Count Map

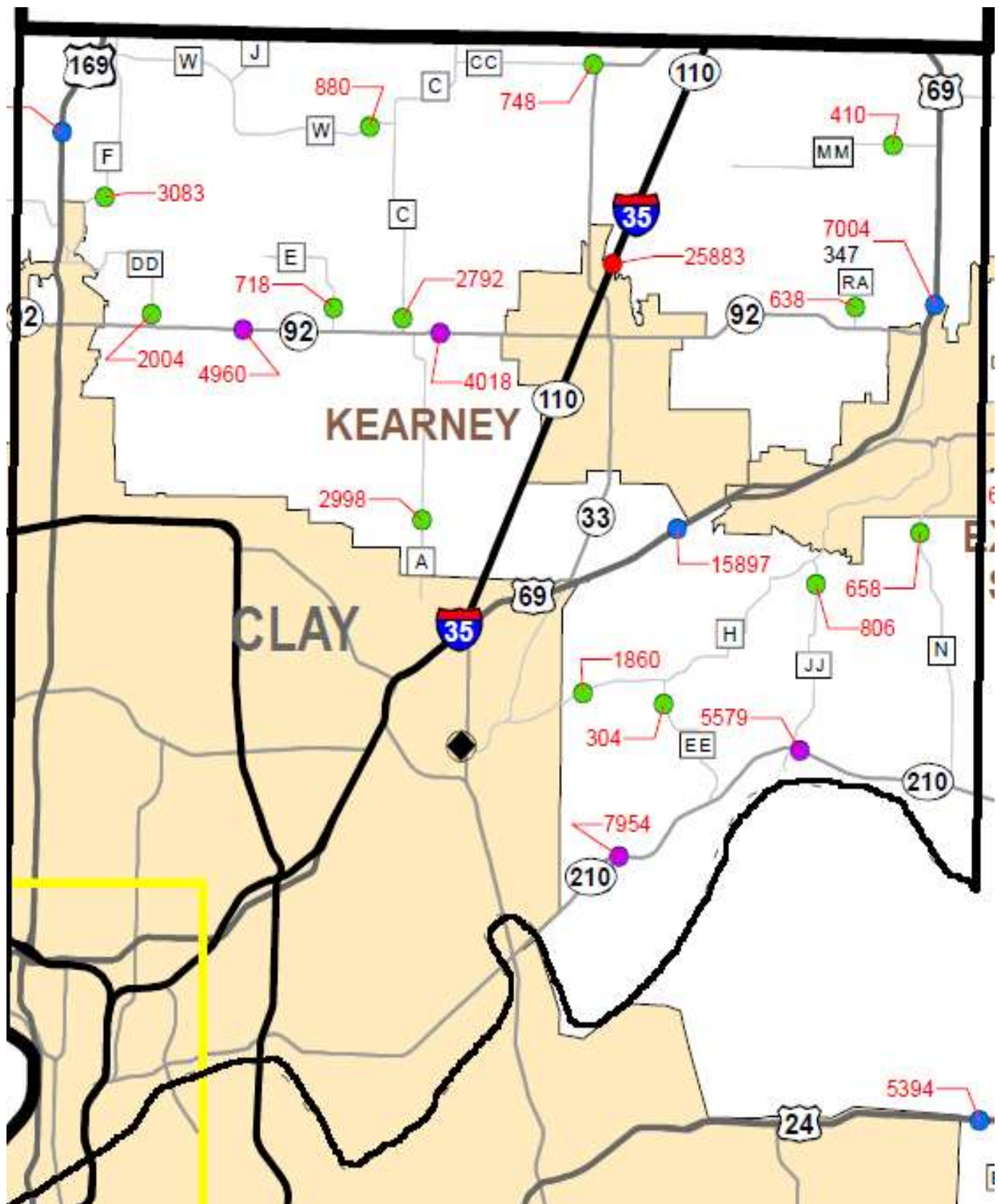


Figure 13 - Clay County Traffic Count Map

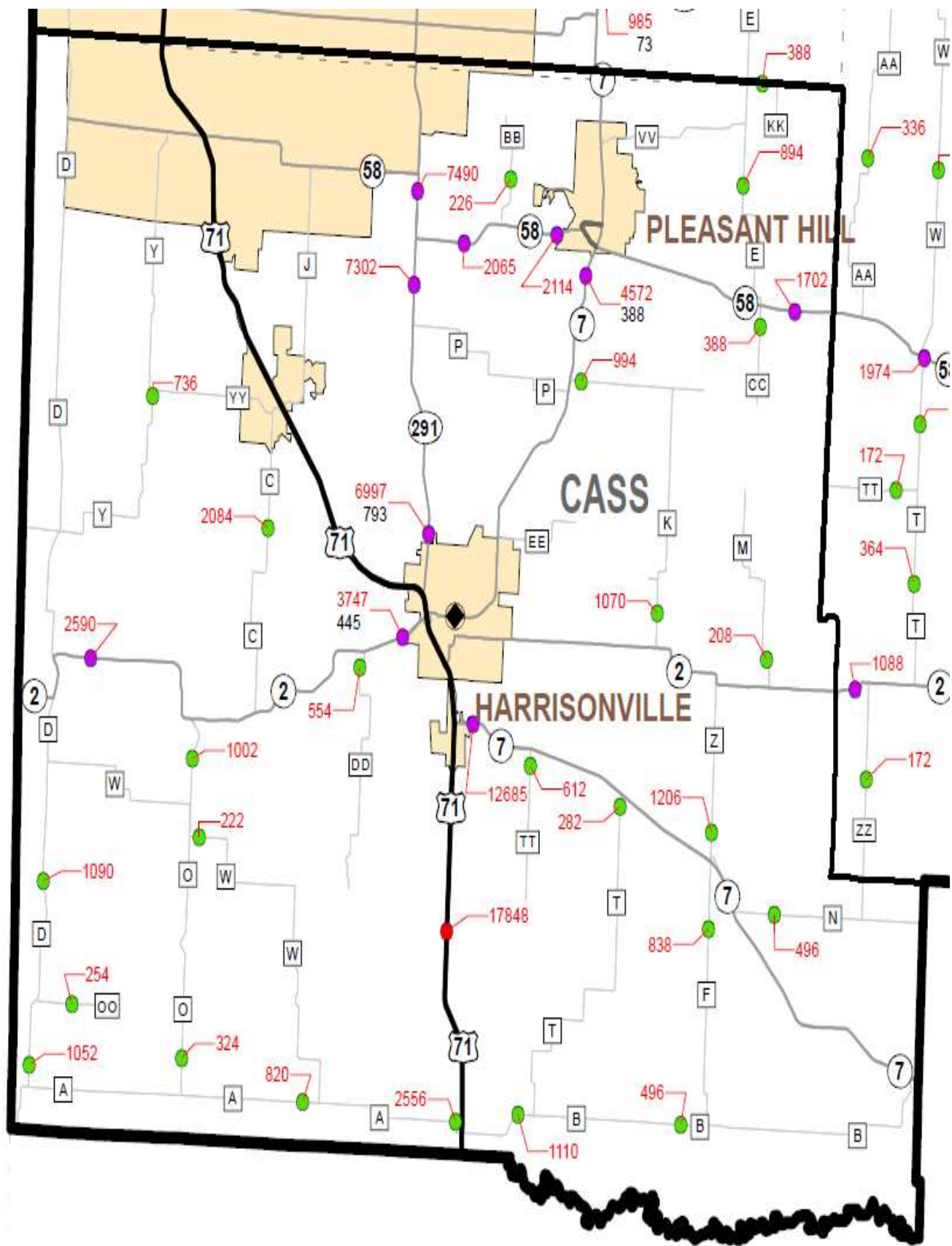


Figure 14 - Cass County Traffic Count Map

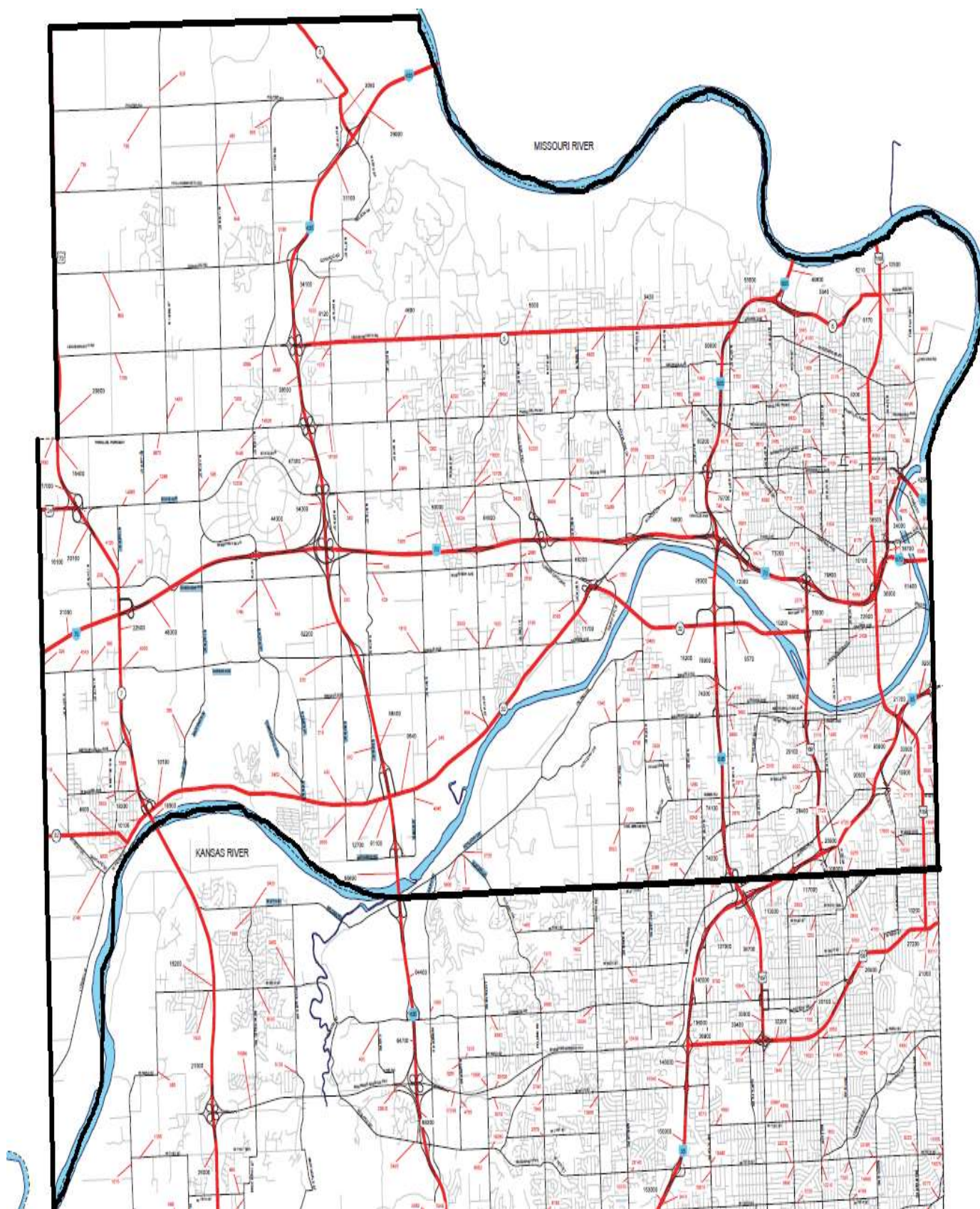


Figure 15 - Wyandotte County Traffic Count Map

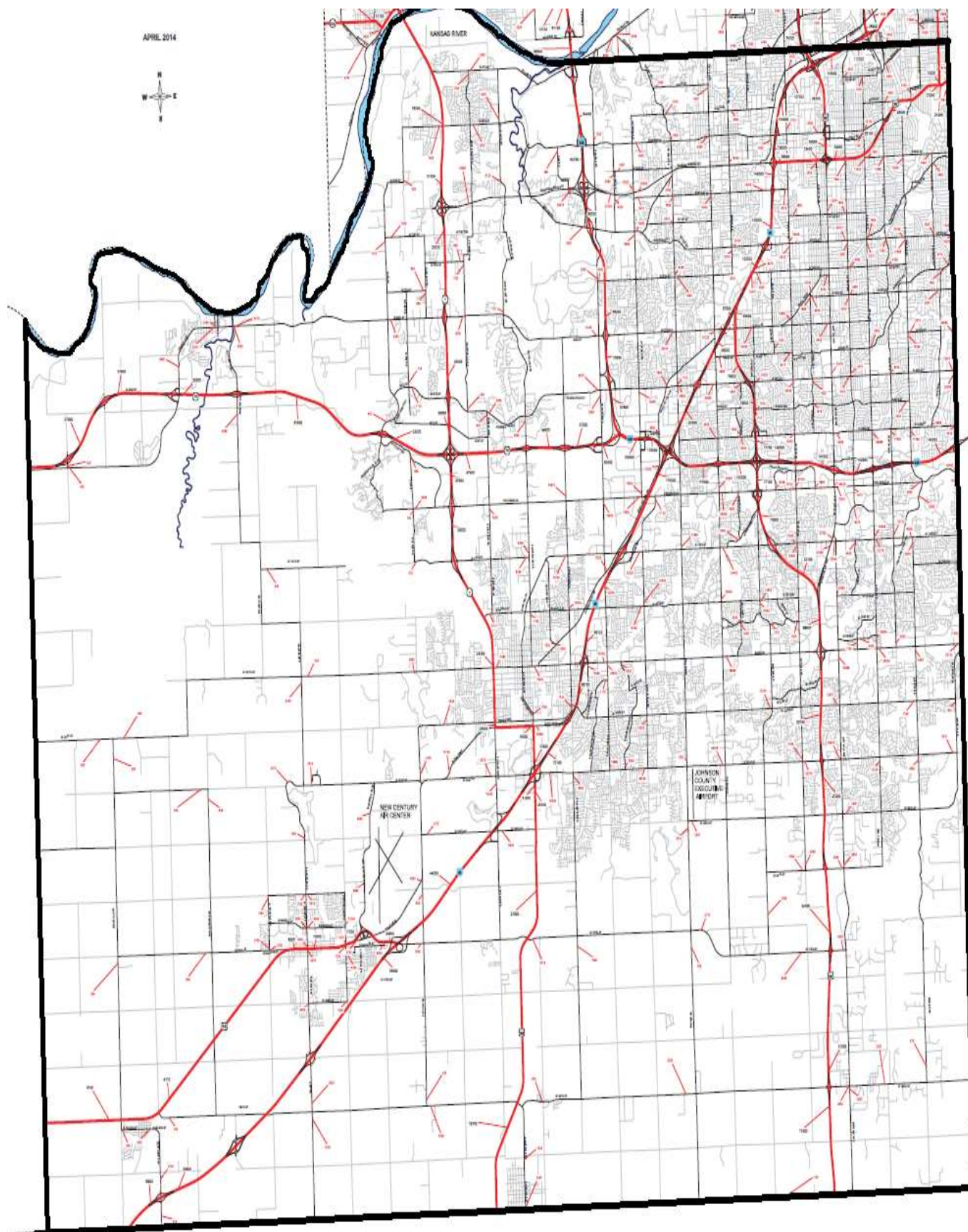


Figure 16 - Johnson County Traffic Count Map

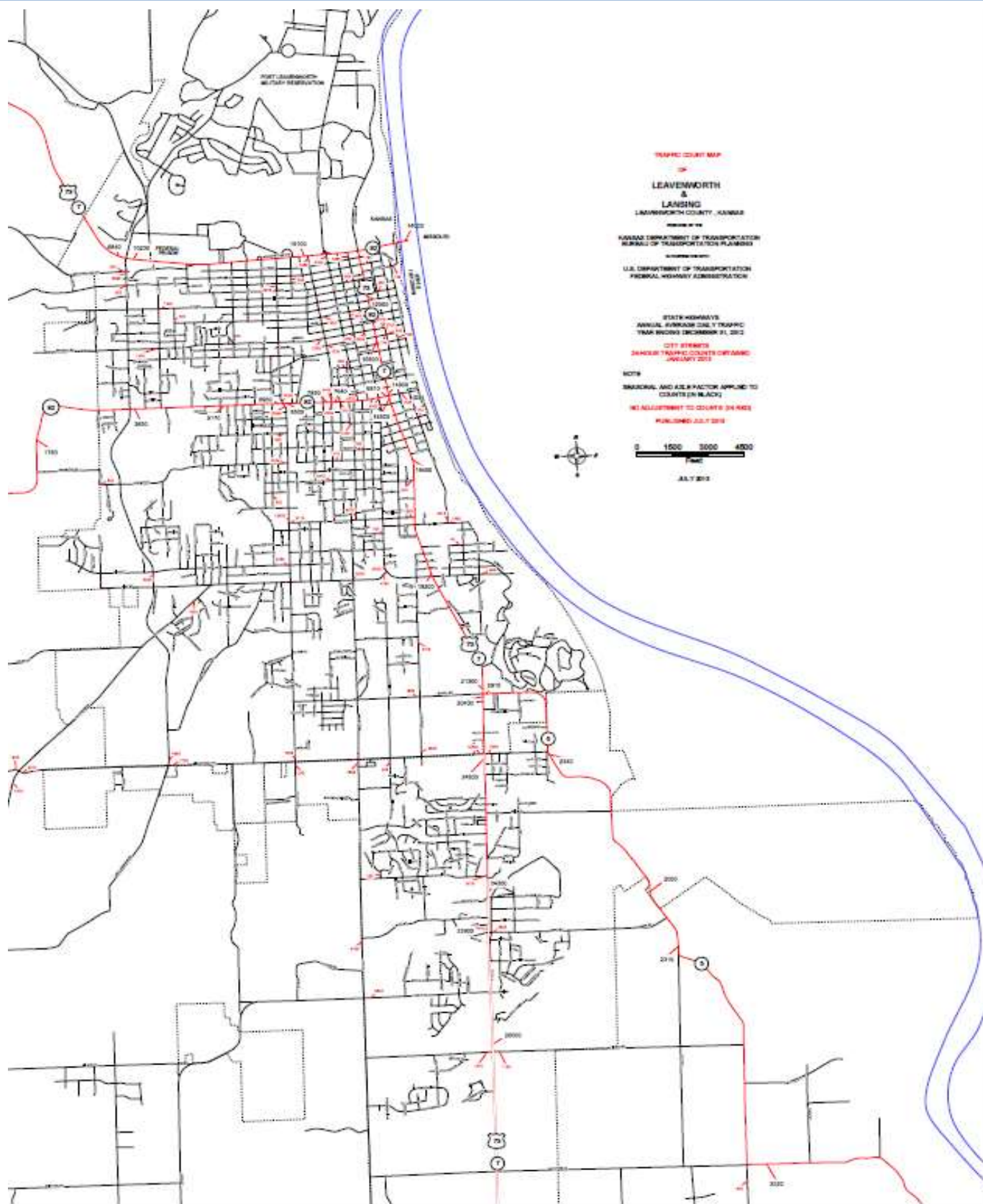


Figure 17 - Leavenworth County Traffic Count Map

The transportation Statistics Annual Report for 2013 indicates that about 7.5% percent of trucks transported amounts of hazardous materials large enough to require a placard warning that the truck was transporting hazardous cargo. This percentage has not differed much from a 2007 U.S. Census Bureau data estimated 7% of all truck miles of freight involved hazardous materials.^{vii}

Using the MODOT and KDOT traffic count figure we can estimate the number of hazardous materials shipments on some regional highways. (See Roadway Hazardous Materials Shipments Table)

Roadway	Type of Road	County	Traffic Count/day	Truck Count/day	Percentage of Truck Traffic	Number of Hazardous Materials Shipments/day (7.5%)
I-70 at Woods Chapel Road	Interstate	Jackson	96,198	24,512	25.5%	1,838
291 Hwy at I-70	Mo Route	Jackson	58,825	6,645	11.30%	498
I-435 at 350 Hwy	Interstate	Jackson	74,757	11,584	15.50%	869
I-435 at 210 Hwy	Interstate	Clay	21,534	3,072	14.27%	230
I-35 at 291	Interstate	Clay	52,059	9,506	18.26%	713
I-435 and I-29	Interstate	Platte	11,543	3,614	31.31%	271
I-29 at 45 Hwy	Interstate	Platte	77,376	4,413	5.70%	331
I-49 and 58 Hwy	Interstate	Cass	35,276	7,433	21.07%	557
7 Hwy and 58 Hwy	Mo Route	Cass	4,572	388	8.49%	29
10 Hwy and Route O	Mo Route	Ray	5,313	563	10.60%	42
40 Hwy and I-470	U.S. Route	Jackson	18,670	425	2.28%	32
169 Hwy and I-435	U.S. Route	Clay	18,307	1,153	6.30%	86
I-35 and 169 Hwy	Interstate	Wyandotte	95,800	21,014	Note 1	1576
I-35 and I-435	Interstate	Johnson	116,000	25,445	Note 1	1908
I-435 and 32 Hwy	Interstate	Wyandotte	61,100	13,402	Note 1	1005
I-70 and 69 Hwy	Interstate	Wyandotte	79,800	17,504	Note 1	1313
I-435 and 5 Hwy	Interstate	Wyandotte	29,900	6,559	Note 1	492
10 Hwy and 7 Hwy	KS Route	Johnson	47,400	4,740	Note 2	356
I-35 at 56 Highway	Interstate	Johnson	33,200	7,282	Note 1	546
I-35 and 69 Hwy	Interstate	Johnson	55,500	12,174	Note 1	913
5 Hwy and 7 Hwy	KS Route	Leavenworth	21,300	2,130	Note 2	160
73 Hwy and Gilman Road	U.S. Route	Leavenworth	20,500	923	Note 3	69
92 Hwy and 7 Hwy	KS Route	Leavenworth	14,800	1,480	Note 2	111

Note 1 – Kansas does not have truck traffic counts so percentage estimated on Missouri Interstate figures (21.9%)

Note 2 – Kansas does not have truck traffic counts so percentage estimated on Missouri Route figures (10.0%)

Note 3 - Kansas does not have truck traffic counts so percentage estimated on Missouri U.S. Route figures (4.5%)

Table 14 - Regional Hazardous Materials Shipment by Truck

J - Vulnerable Populations

Literally thousands of facilities throughout the planning area utilize, transport, manufacture and store significant inventories of hazardous materials. Many of these facilities are located within or adjacent to densely populated areas involving numerous critical public and private facilities. These populations and facilities would be directly affected either by actual exposure to a hazardous materials substance being release or by being preemptively evacuated or forced to Shelter-in-Place due to recommended Protective Action Distances (PADs).

Most small hazardous materials incidents that occur are contained and suppressed at the facility level before damaging property or threatening lives. However, releases of extremely hazardous substances or large quantities of chemicals can have significant negative impacts on people, environment and infrastructure. These impacts can cause multiple deaths/injuries, shut down facilities, contaminate large community areas and in some cases require contaminated properties to be destroyed or permanently abandoned.

Certain chemicals may travel through the air or water, affecting a much larger area than just the point of the original release itself. Non-compliance with protective actions and building codes, as well as failure to maintain existing fire safety and containment features, can substantially increase the damage from a hazardous materials release.

Due to physical, mental, health, economic or emotional problems often associated with vulnerable populations, they experience disproportionate effects when a hazardous materials incident occurs. These disproportionate factors include locations where they live, age of homes, increased reliance on support systems, reduced preparedness capabilities, health challenges, language barriers difficulties in communicating risk, increased dependence on public transportation, and lack of funds to evacuate or leave impacted areas. Many facilities utilizing hazardous materials are located in industrial areas which are often adjacent to low income housing consisting of older housing stock.

During a hazardous materials incident, the people living in these areas are often first to be impacted due to their close proximity to the spill site. Should an evacuation be ordered, vulnerable populations they may have challenges leaving the area due to their reliance on public transportation. Often people with health issues are impacted the most from exposures to hazardous substances. If a Shelter-in-Place order is issued, older homes are not as air tight and energy efficient as newer homes. Older homes allow airborne chemical vapors to infiltrate into the living spaces much quicker, causing residents to have more exposures to dangerous chemicals. These vulnerable populations include the following:

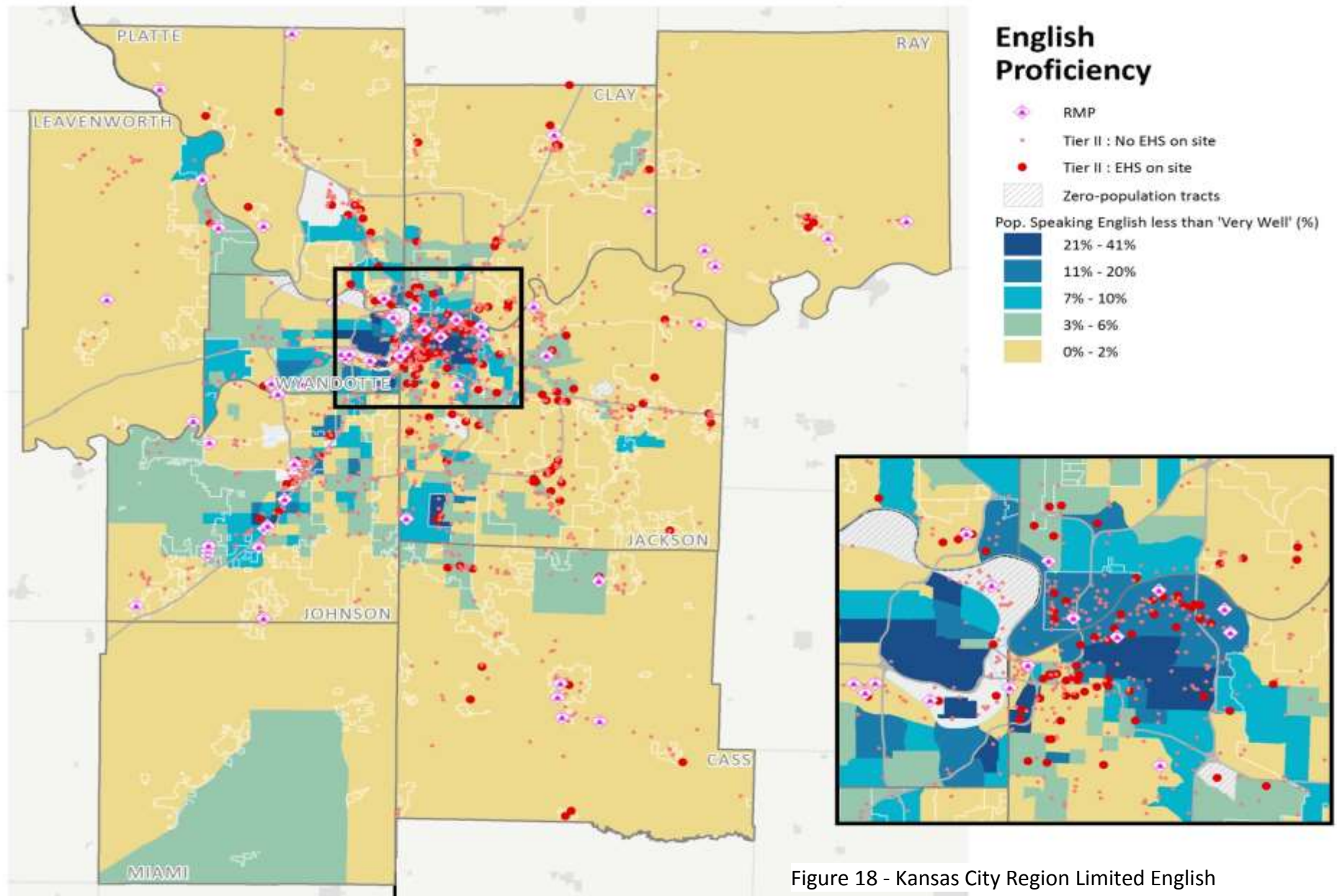
Limited English Language

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be considered limited English proficient, or "LEP." Limited English speakers may not have immediate information about a chemical spill without translation. Additionally, access to appropriate aid and safety instructions may be complicated by language barriers.

A good example demonstrating the diversity of languages in the Kansas City area is represented by a study conducted by the North Kansas City School District which indicated about 110 different languages were spoken by students and families throughout the district.^{viii} A Kansas City Area Transit Authority study determined that approximately 4.32% (36,515 / 845,434) of the population over the age of 5 in KCATA's service area speaks English less than "very well" and hence is characterized as LEP. (See Table 15)

Language	Population Speaking English less than "very well"	Pct. of Total
Spanish or Spanish Creole	49,539	65.4%
Chinese	4,524	6.0%
Vietnamese	2,739	3.6%
African languages	2,730	3.6%
Arabic	2,700	3.6%
Korean	2,480	3.3%
Tagalog	1,489	2.0%
Other Asian languages	1,281	1.7%
Russian	932	1.2%
Urdu	924	1.2%
Laotian	781	1.0%
Other Indo-European languages	708	0.9%
German	667	0.9%
Hmong	633	0.8%
French (incl. Patois, Cajun)	603	0.8%
Japanese	515	0.7%
Mon-Khmer, Cambodian	349	0.5%
Italian	302	0.4%
Other Indic languages	287	0.4%
Portuguese or Portuguese Creole	242	0.3%
Serbo-Croatian	235	0.3%
Gujarati	192	0.3%
Thai	181	0.2%
Persian	176	0.2%
French Creole	143	0.2%
Other West Germanic languages	137	0.2%
Other Slavic languages	129	0.2%
Hungarian	76	0.1%
Hindi	71	0.1%
Other Pacific Island languages	8	0.0%
Yiddish	-	0.0%
Scandinavian languages	-	0.0%
Greek	-	0.0%
Polish	-	0.0%
Armenian	-	0.0%
Navajo	-	0.0%
Other Native North American languages	-	0.0%
Hebrew	-	0.0%
Other and unspecified languages	-	0.0%
TOTAL	75,773	100%

Table 15 - Language Spoken in the Kansas City Area



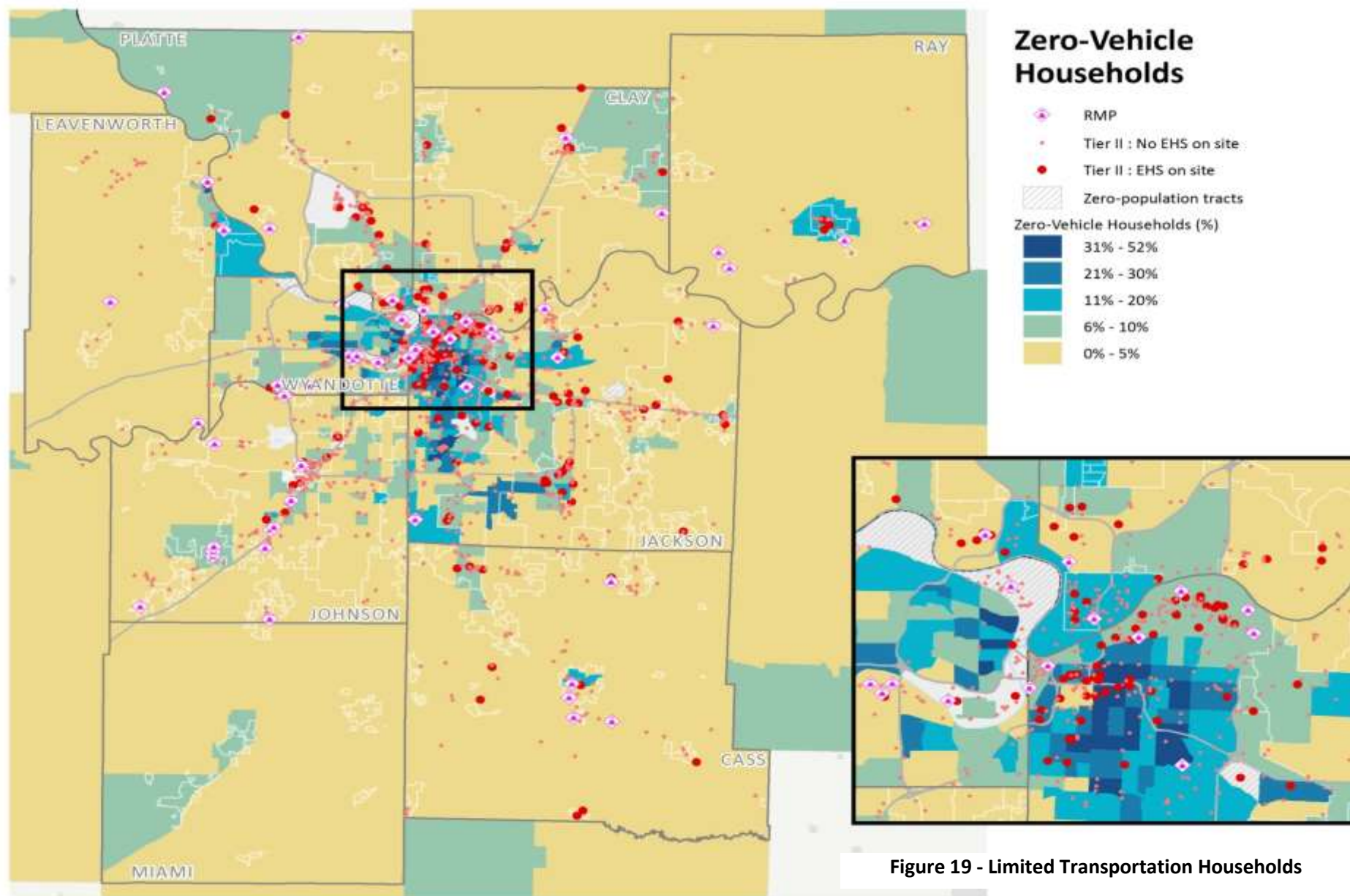


Figure 19 - Limited Transportation Households

Limited Transportation Households

Rates of automobile ownership are generally lower in urban areas, especially among inner city poor populations^{ix}. Thus, transportation out of an evacuation zone is problematic for people who do not have access to a vehicle^x. For some people, fuel costs may prevent vehicle use^{xi}. Paradoxically, lower urban auto-ownership rates do not necessarily translate into easy evacuation for people with vehicles because the high-population densities of cities can cause severe traffic congestion on interstate highways and other major roads.

Low Socioeconomic Status

Studies indicate in some areas high-risk chemical facilities are more often located near low-income housing and minority populations^{xii}. A report recently found some striking findings about residents who live closest to hazardous chemicals and with the least time to react in the event of a catastrophic release (called fenceline zones)^{xiii}.

Residents of fenceline zones have an average home value 33% below the national average.

Average household incomes in the fenceline zones are 22% below the national average.

The percentage of Blacks in the fenceline zones is 75% greater than for the U.S as a whole, while the percentage of Latinos in the fenceline zones is 60% greater than for the U.S. as a whole.

The poverty rate in the fenceline zones is 50% higher than for the U. S. as a whole.

The percentage of adults in the fenceline zones with less than a high school degree is 46% greater than for the U.S. as a whole, and the percentage of adults in the fenceline zones with a college or other post-secondary degree is 27% lower than for the U.S. as a whole.

Population Density

Population density is a critical vulnerability should a Tier II or RMP site have a hazardous materials accident. People at the spill location and in close proximity to the site could be exposed to the negative effects of chemicals. Public safety response agencies use Protective Action Distances (PADs) to recommend evacuation or “Shelter-In-Place” orders for public protection during the initial phase of a hazardous materials incident. PADs are the recommended safety distances people should maintain from a hazardous materials spill site to avoid exposure from dangerous levels of a released chemical. These PADs can sometimes encompass large areas.

For example, the PAD for a small spill of chlorine gas is about 1 mile downwind, while the PAD for a large release of chlorine gas is about 5 miles down wind. An airborne release of a chemical at one RMP site could force the evacuation of thousands of residents and have the potential to sicken hundreds of people. The worst-case scenario would be the rapid release of a large amount of ammonia or chlorine from a storage tank rupture at a hazardous material “RMP” type facility. See Figure 21 to see population densities and RMP and Tier II Sites.

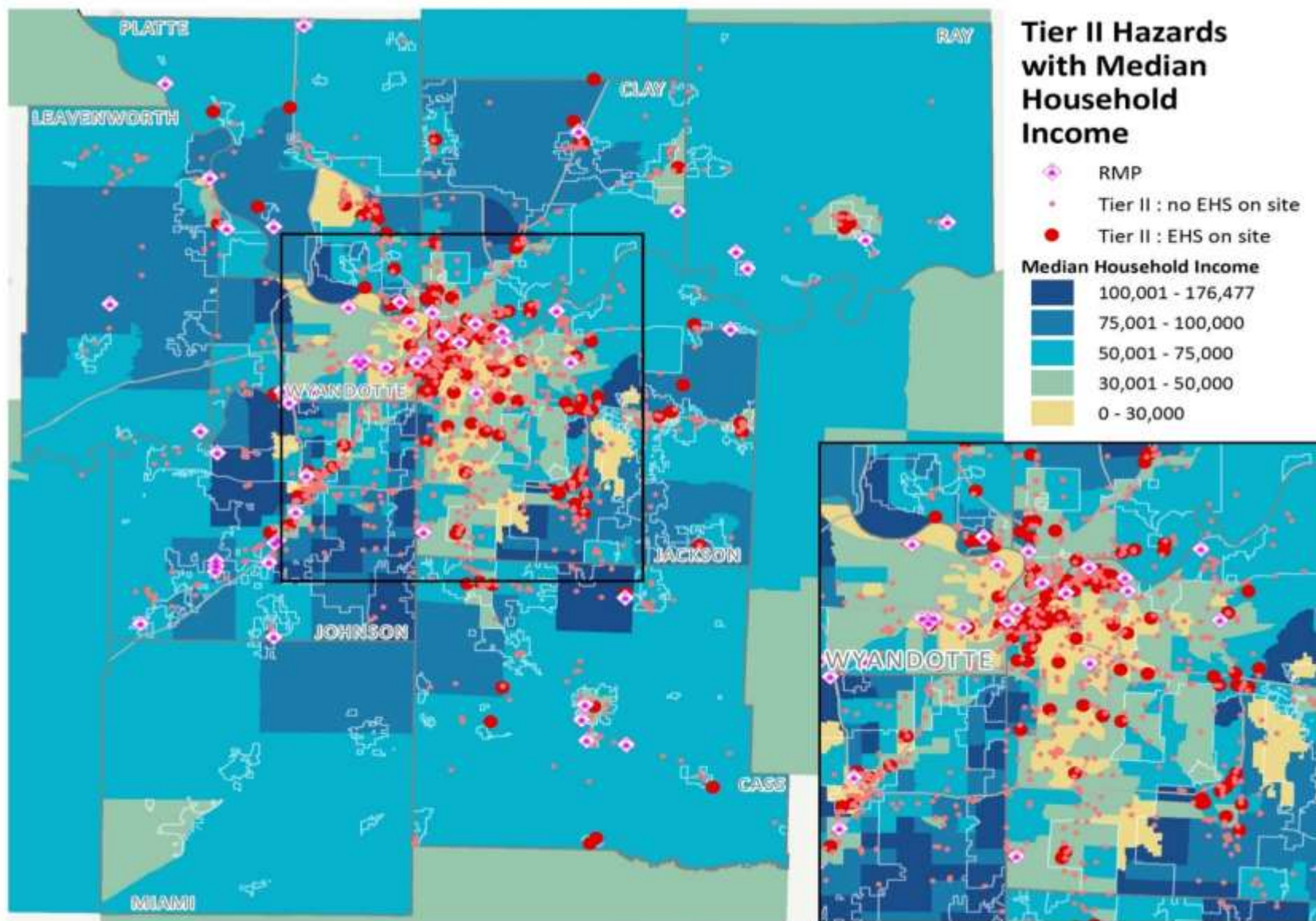


Figure 20 - Low Income Housing Areas

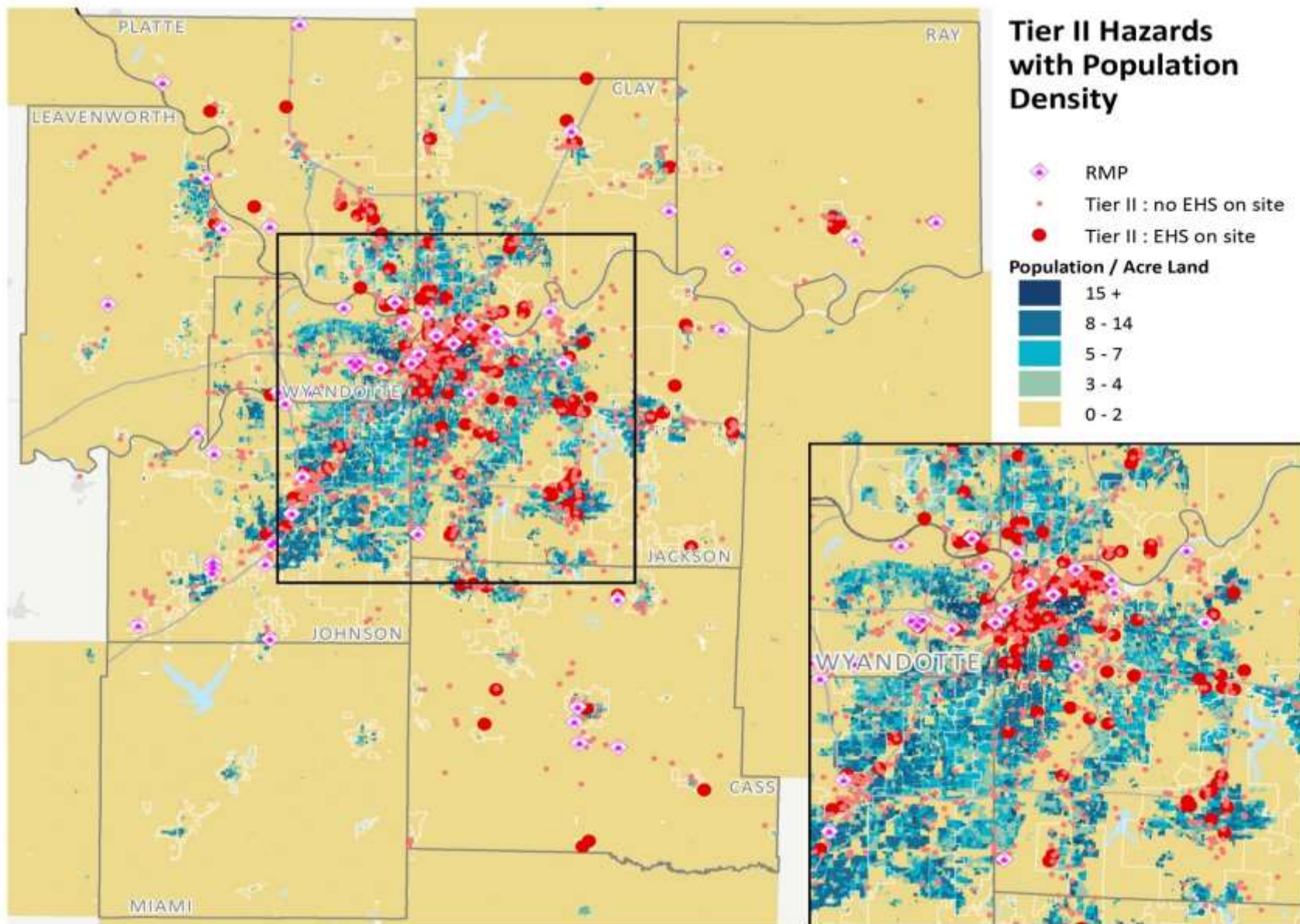


Figure 21 - Population Density and Tier II Sites

V. EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW (EPCRA)

A. General

The intent of the Emergency Planning and Community-Right-to-Know Act (EPCRA) is to ensure that the public and government agencies have timely access to information regarding chemicals and chemical releases in their communities so that risk can be addressed and protective actions can be formulated in advance. Under EPCRA regulations the administrative agency for the Mid-America LEPC, the (Mid-America Regional Council (MARC) has certain duties under EPCRA to make hazardous materials emergency planning information (including hazardous materials used in the community and actions to take to protect against impacts of a release) publicly available. Release of information is governed by MARC's Open Records Policy, outlined in Section D below. (40 CFR Part 370, § 370.1 – 370.66)

EPCRA. EPCRA is made up of Sections 301-330 of Public Law 99-499 with Sections 302-313 and Section 324, being most pertinent to LEPCs.

SECTION 302 — EXTREMELY HAZARDOUS SUBSTANCES (EHS). Facilities that have EHS present at or above an amount known as the Threshold Planning Quantity (TPQ) must report this to the States and the LEPC. The report must be filed within 60 days of the substance arriving at the facility. The facility must designate a liaison person to coordinate EHS response planning with the LEPC and the LEPC must incorporate facility information into their response plan. Section 302 substances are subject to Section 312 (Tier II) reporting as well. The Environmental Protection Agency (EPA) designates which substances are EHS. The best single source for EHS is the EPA List of Lists, which contains not only Section 302 substances, but Section 304 substances, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) substances, and Section 313 substances. The Section 302 notification is a one-time report and does not have to be refiled unless new substances are brought on the facility (even temporarily) or old ones are permanently removed. (See Appendix R for Section 302 Reporting Form)

SECTION 303 MANDATES PLANNING. Section 303 requires each State to develop a comprehensive emergency response plan. The LEPC is also required to prepare a comprehensive emergency response plan which must be updated at least annually. Local changes in facilities, substances stored, etc., may indicate if more frequent reviews should be done. The LEPC plan is to be submitted to the States for approval.

SECTION 304 ESTABLISHES REQUIREMENTS FOR ACCIDENTAL RELEASES of substances either on the Section 302 list or the CERCLA list. Under Section 302, substances on the Section 302 or CERCLA lists are assigned Reportable Quantities (RQ). Any accidental release of these substances at or above the RQ triggers reporting requirements to the LEPC, the State, and the National Response Center (NRC).

SECTIONS 311 (Tier I) AND 312 (Tier II) DEAL WITH FACILITIES. These sections require facilities to make annual reports to the State and LEPC regarding hazardous substances defined by the Occupational Safety and Health Act of 1970 (OSHA). If OSHA requires a facility to post or have available for inspection a Safety Data Sheet (SDS) for a substance, that substance is reportable under Section 311 and 312 of EPCRA. Section 302 substances must also be listed on the Tier II report. Note: Missouri and Kansas Tier II reporting processes differ. See Appendices E (MO) and G (KS) for more information. Both Kansas and Missouri do not require Tier I reports because the Tier II provides the required information and more. The reports are due March 1 of each year and are for the previous calendar year. The facility must send copies of the report to the State, LEPC, and the local fire department. Tier II reports, along with Section 302 reports; provide the information required for EPCRA. Any owner or operator who violates Tier II reporting requirements shall be liable to the United States for a civil penalty per day for each such violation.

SECTION 313 DEALS WITH THE ROUTINE RELEASE OF TOXIC OR HAZARDOUS SUBSTANCES INTO THE ENVIRONMENT. This is known as Toxic Release Inventory (TRI) and is part of a manufacturing or operating process. The quantity and type of release are known and the reporting threshold is based on the total quantity released during the year. Section 313 differs from Section 304; which deals only with accidental releases. The LEPC does not receive the TRI report directly; it is submitted to the State and EPA.

SECTION 322 ALLOWS A FACILITY TO WITHHOLD THE IDENTITY OF A CHEMICAL if revealing it could compromise company operations. Section 322 has very narrow criteria, identified in 40 CFR part 350. In practice, less than one percent of facilities in the United States have filed such claims. Section 322 addresses trade secrets as they apply to EPCRA Sections 303, 311, 312, and 313 reporting; a facility cannot claim trade secrets under Section 304 of the statute. Only chemical identity may be claimed as a trade secret, though a generic class for the chemical must be provided. Even if chemical identity information can be legally withheld from the public, EPCRA Section 323 allows the information to be disclosed to health professionals who need the information for diagnostic and treatment purposes or local health officials who need the information for prevention and treatment activities.

SECTION 324 IS THE RIGHT-TO-KNOW PORTION OF EPCRA. States the LEPC must make available to the general public any emergency response plans, material safety data sheets (SDS) or list submission, Tier I/II, Form R and Section 304 written follow-up notices that have been submitted to the LEPC. The LEPC is required to publish annually a notice in local newspapers that Emergency Operations Plans, SDSs, and Tier II forms have been submitted. The notice must state the location where such documents may be reviewed during normal business hours. Facilities that have submitted Tier II reports may request that the LEPC keep the location of the hazardous materials within the facility confidential.

B. Public Meetings

The Mid-America LEPC holds not less than quarterly noticed meetings to bring together the emergency response community, facilities that house hazardous materials, transporters of hazardous materials and others to provide an opportunity to inform the public and gather citizen input for planning efforts. Citizens are encouraged to attend meetings of the Mid-America LEPC to stay informed of activities and plans related to hazardous materials emergency response. Information regarding the meeting dates and times are available at the Mid America Regional Council (MARC) Web site at: <http://www.marc.org/Emergency-Services-9-1-1/LEPC>

C. Community Right-to-Know Information Available from the Mid-America LEPC

a. Information available from the Mid-America LEPC includes: Tier II Reports, Safety Data Sheet (SDS) [when available], Written Follow-up Notices of Emergency Chemical Releases, and other information as received from facility owner(s) or operator(s) used in the course of emergency planning, where not otherwise protected. These items are described below:

Tier II Reports - Tier II reports require facilities manufacturing, using and storing hazardous materials to provide basic facility information, employee contact information for both emergencies and non-emergencies, and information about chemicals stored or used at the facility. The Tier II chemical information reported by the facility includes:

The chemical name or the common name as indicated on the Material Safety Data Sheet;

- An estimate of the maximum amount of the chemical present at any time during the preceding calendar year and the average daily amount;
- A brief description of the manner of storage of the chemical;

- The location of the chemical at the facility; and
- An indication of whether the owner of the facility elects to withhold location information from disclosure to the public.

b. Safety Data Sheet (SDS). Facilities that produce or import hazardous chemicals are required to create or obtain an SDS for the material. Information contained in the SDS includes: the chemical and common name(s); physical and chemical characteristics of the hazardous chemical; physical hazards of the hazardous chemical, protective measures, etc. For any hazardous chemical used or stored in the workplace, facilities must maintain a material safety data sheet (MSDS) and make them available to employees as part of the Hazard Communication Standard (HCS) Right-to-Know provisions which says employees have the right to know about the chemicals to which they are exposed. This is just one of five key responsibilities employers have under the HCS. The other four key responsibilities employers have are as follows:

1. Maintaining a hazard communication program detailing the plans in place for the safe handling of chemicals
2. Maintaining a written chemical inventory of every hazard chemical in the facility to which employees are exposed
3. Maintaining proper labels and warning signs associated with said chemicals
4. Training employees on chemical hazards and necessary precautions

After the implementation of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) in June 2015, all MSDS should be replaced with GHS formatted SDS information. By June 1st 2016 all facilities should be fully compliant with “HazCom 2012” (law that requires GHS labeling). This includes making any necessary updates to their HazCom program, training employees on any newly identified chemical hazards (identification of new hazards is likely during the reclassification process chemical manufacturers undertake), and updating safety data sheets libraries and secondary labels.

Many companies now utilize web based reporting systems to comply with GHS requirements. This type of cloud-based reporting system gives easy access to MSDSs/SDS information and tools for managing them; flags SDSs in the GHS format. These systems can also develop inventory reports for State and Federal forms, offers container tracking across the facility with mobile barcode scanning, checks chemicals and ingredients against various hazardous substance lists; provides chemical banning and approval tools.

Some of these online tools can be used to search or find MSDS or SDS data sheets as well as create online MSDS binders with the capability of sharing the information with employees, State and Federal agencies etc. One such free online reporting system is <http://msdsdigital.com>

c. Written Follow-up Notices of Emergency Chemical Releases. Following accidental releases above reportable quantities (RQ) of substances listed on the extremely hazardous substances (EHS) and/or CERCLA Hazardous Sub (40 CFR 302.4) (except for a release during transportation or from storage incident to transportation) covered facilities are required to make immediate (voice) and written follow-up reports. The State of Kansas’ “Form A” and the State of Missouri’s “Hazardous Material Release Form” are follow-up report templates and available in Appendices H (KS) and F (MO). Written follow-up reports are submitted to the LEPC and appropriate state official and supplement the immediate report with information about:

- Actions taken to respond and contain the release
- Any known or anticipated acute or chronic health risks associated with the release
- Where appropriate, advice regarding medical attention necessary for exposed individuals (40 CFR Part, § 355.40 - 355.43)

d. Other information - The Mid-America LEPC, in the course of emergency planning, may request additional information from facility owners or operators to aid in its planning efforts. When this information is not otherwise protected, it may be made available to the public.

D. Process to Request Community Right-to-Know Information

Under EPCRA, any person may request hazardous materials information held by the LEPC (see Section C: Community Right-to-Know Information Available from the Mid-America LEPC above). All requests shall be in writing (email, fax, letter) and include the name of the requestor, contact information and the specific information requested. Requests for tier II information shall be made with respect to a specific facility by name and address. If the Mid-America LEPC has the information, it will provide the information as requested. If the information is not on hand, the Mid-America LEPC will request the information from the appropriate entity, if the information is not otherwise protected.

The LEPC will not generate specialized lists or sort existing electronic databases to meet the specific needs of a requestor unless the requestor can demonstrate a valid public need and the request does not create an undue burden; such requests will be considered on a case-by-case basis with final disposition determined jointly by the LEPC chair and a MARC official (director of financial affairs or executive director). An EPCRA requestor may also arrange a date and time to meet with Mid-America LEPC representatives during normal business hours to inspect records held by the LEPC

The Mid-America LEPC will reply to all requests within three days with either the requested information or with a timeline to provide the requested information. Federal law allows for up to 45 days to produce tier II information, depending on its availability. (40 CFR Part 370, § 370.60 – 370.63)

Public information request should be submitted to MARC's Custodian of Records, via letter, email or fax at:

Mid-America Regional Council c/o Erin Lynch
600 Broadway, Suite 200
Kansas City, Missouri 64105-1659 (816) 474-4240
Fax: (816) 421-7758
E-mail: mlaird@marc.org

Citizens may also request the above information from their respective States. Citizens are encouraged to contact their appropriate State agency for methods and procedures of requesting information.

E. Hazardous Materials Information Available from Other Agencies

Toxics Release Inventory (313 Form R Data): EPCRA Section 313 requires the EPA and the states to annually collect and make available Toxics Release Inventory (TRI) data on releases and transfers of certain toxic chemicals from industrial facilities. The goal of TRI is to empower citizens through information, and to hold companies and local governments accountable in terms of how toxic chemicals are managed. TRI data is not reported directly to the Mid-America LEPC. Facilities and citizens in the Mid-America LEPC region can access information on TRI data reporting and reports through research at <http://www.epa.gov/enviro/facts/tri/search.html> (Envirofacts).

General Information through the Environmental Protection Agency (EPA) National Library Network: EPA Library Network is composed of libraries throughout the country and contains a wide range of general information on environmental protection and management; basic sciences; applied sciences; and extensive coverage of topics featured in legislative mandates such as hazardous waste. The Library Network provides access to its collections through the Online Library System <http://www2.epa.gov/libraries>, a web-based database of the library holdings.

F. Availability of Hazardous Materials Plans and Emergency Operations Plans

The Mid-America LEPC annually publishes a notice in local newspapers regarding the availability of the *Regional Hazardous Materials Emergency Preparedness Plan*. Additionally, the Plan is available on the MARC Website at: <http://www.marc.org/Emergency-Services-9-1-1/Plans.aspx>.

Local Hazardous Materials and Emergency Operations Plans

Each political subdivision in Missouri and Kansas is required to develop a local emergency operations plan (LEOP) that includes an annex specific to hazardous materials incidents.

- In Kansas, authority and responsibility for emergency planning normally lies at the county level, except when the governor determines a city needs a disaster agency of its own; K.S.A 48-929). For specific local information, the requester may be referred to a local governmental agency or facility and provided with the appropriate contact information. Each agency will follow its own internal procedures for release of information and viewing (including, but not limited to, applicable limitations, costs for copying, etc.).
- In Missouri authority and responsibility for emergency planning lies at the county and local jurisdictional level. Missouri law requires that all political subdivisions must establish a local emergency management organization which is generally a city or county emergency manager supported by city and county government agencies. This organization is responsible for all aspects of emergency preparedness, including mitigation, planning, response and recovery. The planning requirements for hazardous materials are included in "Missouri All-Hazard Emergency Planning Guidance" available at SEMA'S [Local Emergency Operations Plan Planning Documents](#)

b. Citizens interested in reviewing their jurisdiction's plans are encouraged to contact their local emergency manager for plan availability or restrictions thereof:

County Emergency Management Office in Missouri

Cass County Emergency Management 102 E. Wall Street Harrisonville, MO 64701 (816) 380-8721	Clay County Emergency Mgt. Clay Co. Sheriff's Office 12 S. Water Street Liberty, MO 4068 (816) 407-3750
Jackson County Emergency Management 201 W. Lexington, Suite 201 Independence, MO 64050 (816) 304-4624	Kansas City, MO Office of Emergency Management 635 Woodland, Suite 2107 Kansas City, Mo 64106 (816) 513-8640
Platte County Emergency Management 415 Third St., Suite 10 Platte City, MO 64079 (816) 858-2232	Ray County Emergency Management 100 West Main Richmond, MO 64085 (816) 776-4507

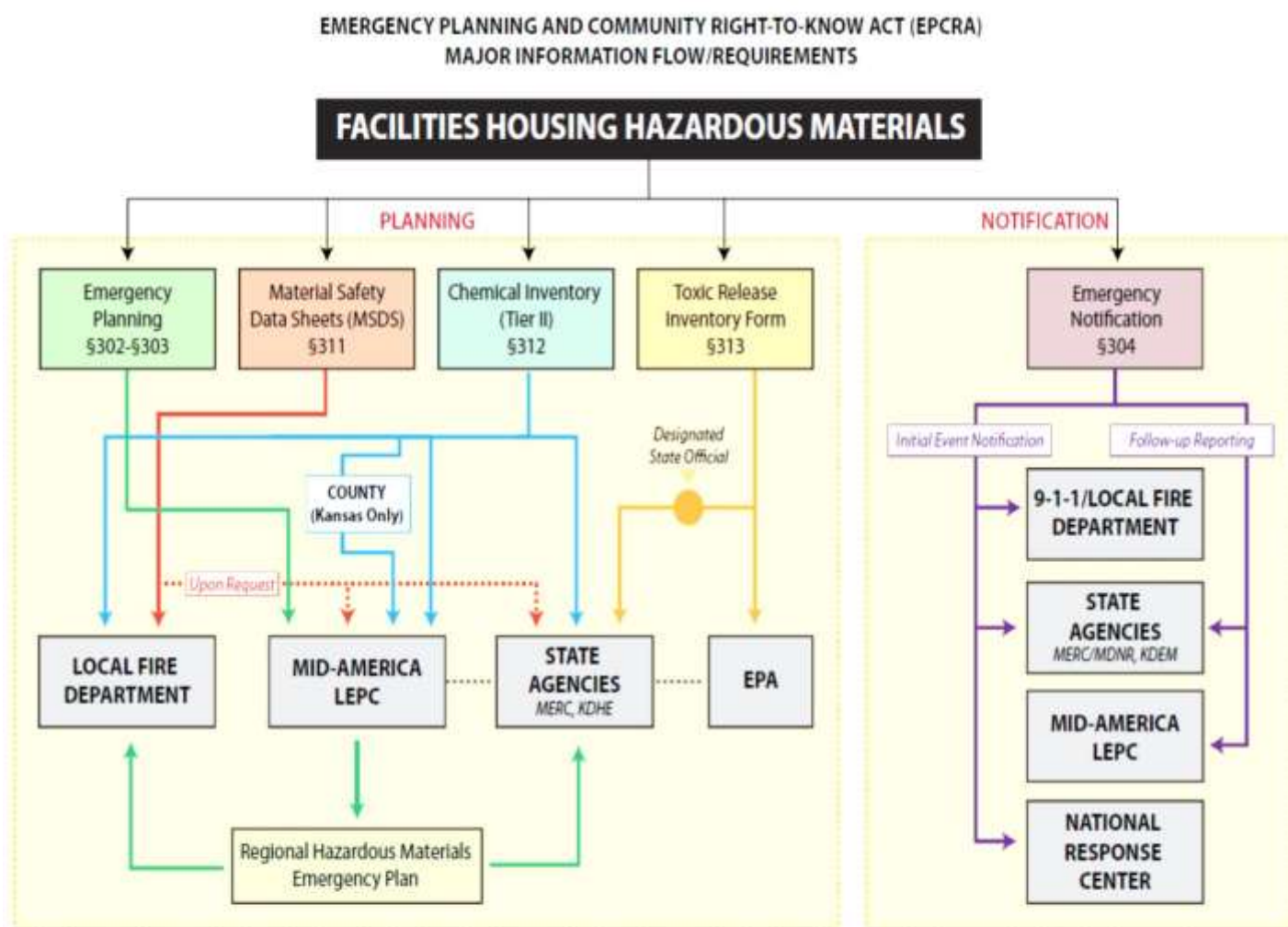
County Emergency Management Offices in Kansas

Johnson Co. Emergency Mgt. and Homeland Security 111 S. Cherry Street, Suite 100 Olathe, Kansas 66061 (913) 782-3038	Leavenworth County Emergency Management 300 Walnut Leavenworth, KS 66048 (913) 682-5724
Wyandotte County Emergency Management 7th Street, Suite B-20 Kansas City, KS 66101 (913) 573-6300	

C. Information for Facilities

As described above in Section I.A.1, facilities housing or handling hazardous materials have certain reporting requirements under EPCRA. These requirements are described briefly below and **Table 16** provides an illustrative overview of the information flow for these requirements. For ease, these requirements have been divided into two categories: Planning and Emergency Notification.

This information is for guidance only. Facilities that handle hazardous materials should contact regulatory authorities, attorneys or professional consultants for legal and hazardous material reporting requirements and should develop their own procedures for responding to a hazardous materials incident.



EPCRA Section 302 requires facilities to notify state and local authorities of any extremely hazardous substances on site in excess of the threshold planning quantity.
 EPCRA Section 303 requires facilities to designate a facility coordinator and develop emergency response plans for accidental chemical releases.
 EPCRA Section 304 requires facilities where an hazardous substance is released in excess of the reportable quantity to report the event to proper authorities as soon as possible.
 EPCRA Section 311 requires facilities to have Material Safety Data Sheets for chemicals held in amounts that exceed certain quantities.
 EPCRA Section 312 requires facilities to submit Tier II reports with details about quantities and storage of specific chemicals to state and local authorities each year.
 EPCRA Section 313 requires facilities to report annually on the release of certain toxic chemicals into air, land, water or transfer of these chemicals to waste treatment/disposal facilities.

Table 16 - EPCRA Reporting Requirements

H. Planning

a. INITIAL REPORTING EPCRA Section 302: EMERGENCY PLANNING: Any facility, business, or individual that has an “extremely hazardous substance” in an amount exceeding the “threshold planning quantity” should provide a completed Section 302 Reporting Form (See Appendix S) listing the extremely hazardous substances at the facility within 60 days of the material being on site. Tier II forms are required to be sent to the State Emergency Response Commission, LEPC and the local fire department.

b. TIER II EPCRA Section 303 REPORTING: FACILITY COORDINATORS: Any facility, business, or individual that has an “extremely hazardous substance” in an amount exceeding the “threshold planning quantity” should provide a completed MO/KS Tier II form listing the extremely hazardous substances at the facility. Owner or operator of the facility shall designate a facility representative who will participate in the local planning process as a facility emergency response coordinator and note this individual on the Tier II form.

c. TIER II EPCRA Section 311, 312: CHEMICAL INVENTORY: All facilities that have more than 10,000 pounds of “hazardous chemicals” for which a SDS is required under the OSHA hazard communication standard; or facilities that have more than 500 pounds or the threshold planning quantity of the EPCRA “extremely hazardous substances.”; and/or 100 pounds of explosive or blasting agents are required to submit a Tier II report by March 1st of each reporting year. **In Kansas**: Submit Tier II form to County EM, Fire Department, and KDHE. **In Missouri**: Submit Tier II form to Mid- America LEPC, Fire Department and MERC.

In Kansas: Submit Tier II form to the Kansas Department of Health and Environment at <http://kansas.tier2online.com>; your County Emergency Management Agency via the following: in Johnson County - email to TierII@jocogov.org, in Wyandotte County - email to tier2@wycokck.org, in Leavenworth County - mail hard copies to: Leavenworth County Courthouse, Attn. Emergency Management, 300 Walnut, Leavenworth, KS 66048; and your local Fire Department. (The counties will submit the form to the Mid-America LEPC.) See Appendix “E” for Missouri Reporting Form and Appendix “G” for Kansas specific reporting information.

In Missouri: Submit Tier II form to the MERC at <https://hazmat.dps.mo.gov>, to the Mid-America LEPC at elynych@marc.org or fax at (816) 421-7758, and to your local Fire Department.

Note: See Appendix “E”, “F”, “G”, “H” and “S” for additional reporting processes forms and Information

d. EPCRA Section 313: TOXIC RELEASE INVENTORY (TRI): Facilities in Standard Industrial Classification Codes 20-39, with more than 10 employees, that have manufactured, processed, or otherwise used “toxic chemicals” in excess of the threshold quantities are required to submit a Toxic Release Inventory (Form “R”) report to the EPA and state agencies by July 1 of each reporting year at the below addresses. (See EPA Toxic Release Inventory (TRI) Program webpage for forms and filing instructions) [Reporting Forms and Instructions - RY 2014 | Toxics Release Inventory \(TRI\) Program | US EPA](#).

USEPA, EPCRA Reporting Center, Toxic Chemical Release Inventory

P. O. Box 3348

Merrifield, VA 22116-3348.

In Missouri: Missouri Department of Natural Resources, Technical Assistance Program

P.O. Box 176

Jefferson City, MO 65102

In Kansas: Kansas Dept. of Health and Environment, Bureau of Air and Radiation

1000 Jackson, Suite 310

Topeka, KS 66612-1366

I. Emergency Notification

ACCIDENTAL RELEASES: Timely, informative and accurate notification of a hazardous material emergency is critical for effective emergency response operations. Section 304 of EPCRA requires the immediate notification (within 15 minutes) of the following agencies: 1) Local LEPC (call to 9-1-1 constitutes notification to the Mid-America LEPC), 2) National Response Center and 3) State Emergency Response Commission when a release of an extremely hazardous substance or hazardous chemical in an amount above the Reportable Quantity (RQ) occurs.

The Superfund (CERCLA) Regulation [40 CFR 1§355.40 (a)] also requires any facility where an “extremely hazardous substance” is released in excess of the reportable quantity (RQ); and/or any facility where a hazardous substance on the CERCLA list is released in excess of the reportable quantity, should take immediate steps as soon as possible (normally meant to mean within 15 minutes of knowledge of the release) to contact the following agencies. 1) Local LEPC (call to 9-1-1 constitutes notification to the Mid-America LEPC), 2) National Response Center and 3) State Emergency Response Commission:

Sect. 101(10) of CERCLA identifies and allows specific types of releases of hazardous materials to be allowed within the scope of a Federal permit. If a release exceeds permitted levels, the excess is not in compliance with the permit and therefore, if the amount of a release that exceeds a permit level (i.e., the portion of the release that is not federally permitted) is equal to or exceeds an RQ, the release must be reported within 15 minutes to the following agencies: 1) Local LEPC (call to 9-1-1 constitutes notification to the Mid-America LEPC), 2) National Response Center and 3) State Emergency Response Commission:

The facility owner operator must make sure that the facility knows what types of releases are reportable and who to call in the event of a chemical spill. Failure to report accidental chemical releases can put first responders and the public at risk and result in large financial penalties.

- Call 9-1-1
Note: Local jurisdictions will dispatch appropriate public safety resources to respond or access all spills of reportable quantities. A call to 9-1-1 also constitutes the required notification to the Mid-America LEPC.
- Call the state’s official 24-hour reporting number; these constitute notification to the SERC:
- Report the spill to the NRC’s 24-hour number 800-424-8802

In Missouri: MDNR 573-634-2436

In Kansas: KDHE 785-291-3333 & KDEM 785-274-1409

National Response Center: 1-800-424-8802

Report information provided should include:

- Indication of whether the substance is an extremely hazardous substance;
- The medium or media into which the release occurred;
- Any known or anticipated acute or chronic health risks associated with the release, and where appropriate, advice regarding medical attention necessary for exposed individuals;
- Proper precautions to take as a result of the release including evacuation; amount of the substance(s) released or in danger of being released;
- Location of the hazardous substance emergency and direction to the site;
- Names, addresses and phone numbers of persons that may have information on the substances involved;
- When the hazardous substance emergency occurred,
- Duration of the release and when it was discovered;
- Actions taken to clean up the hazardous substance and to end the hazardous substance emergency;
- Any other pertinent information as requested.

Required filing of “FORM A”

After verbal notification and as soon as practicable (within 7 days of incident), you must provide a written follow-up report utilizing a Missouri or Kansas Form A (depending on spill location). The form must be filed in accordance with the following information:

In Missouri, a “Hazardous Materials Release Missouri Form A” should be sent to the MERC Fax (573) 526-9249 and to the Mid-America LEPC via fax to (816) 421-7758 or email to elynych@marc.org within Seven (7) days of the release. The Missouri Hazardous Materials Release Form A is found in Appendix “F”.

In Kansas, submit “Kansas Form A” to the Kansas Division of Emergency Management within 7 days of the release. FORM A can be completed online at <http://spillreporting.kansastag.gov> or faxed to (785) 274-1426. Please note if FORM A is submitted online to Kansas, the LEPC is not automatically notified. Facilities must also submit copy of the Kansas Form A to Mid-America LEPC via fax to 816-421-7758 or email to elynych@marc.org. FORM A is included in Appendix “H”.

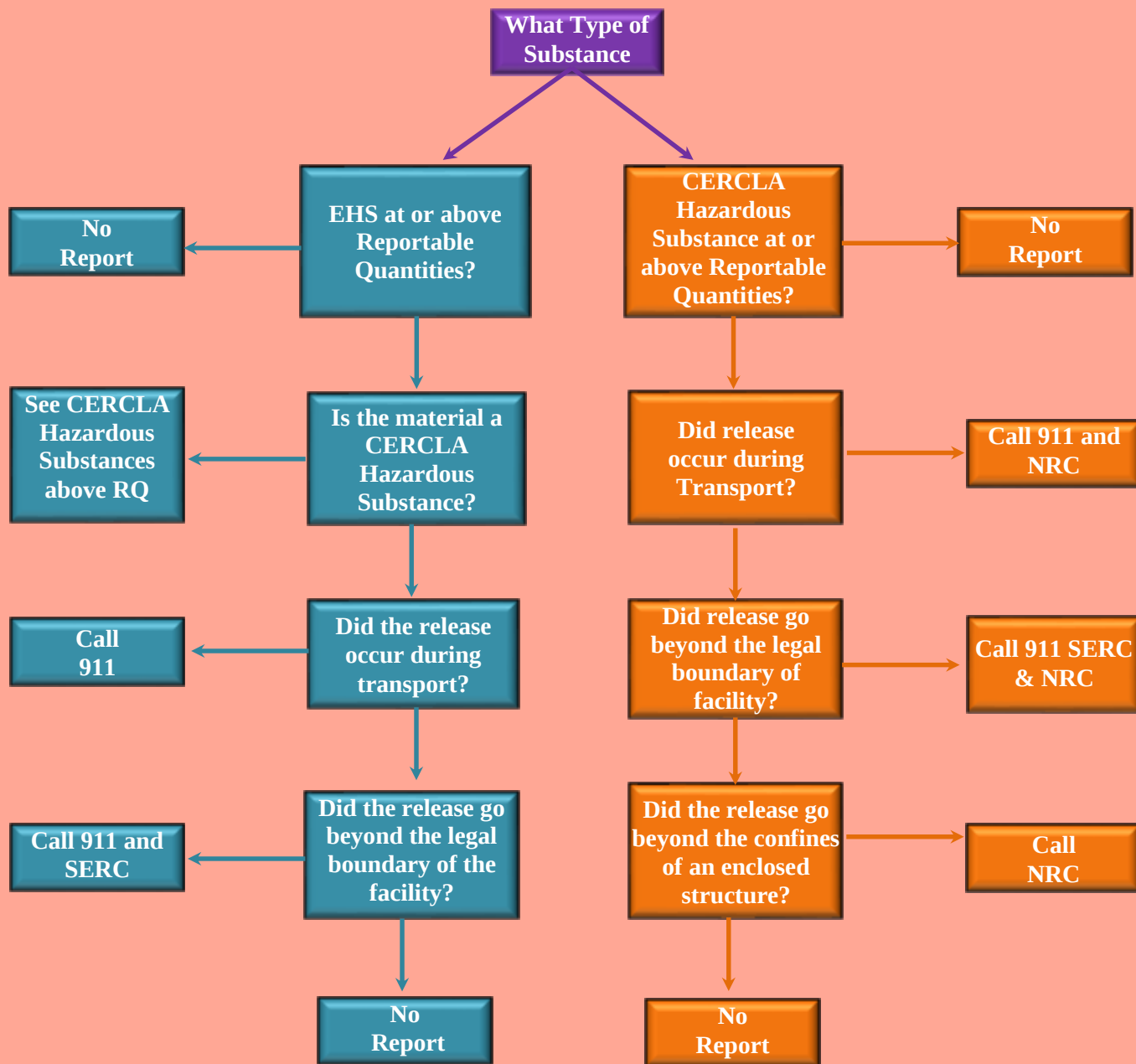
Note: Figure 22 on the next page depicts emergency notification reporting requirements.

Updated Spill Information:

An updated Kansas or Missouri “Form A” must be submitted to the appropriate authorities if after an initial “Form A” has been filed or the incident has concluded and any of the following information regarding the hazardous materials spill changes:

- 1) Cause of the release
- 2) Actual response actions taken
- 3) Identification of any acute or chronic health risks to victims or citizens
- 4) Advice regarding medical attention necessary for citizens exposed

CERCLA & EPCRA RELEASE REPORTING



The reporter should be prepared when calling to report as much of the following information as possible: 1) Specific location of incident. 2) Date and time the incident occurred or was discovered. 3) The name of material released. 4) The source of the release. 5) The cause of the release. 6) The total quantity discharged. 7) Media affected. 8) The name of carrier of vessel. 9) Amount spilled into the water. 10) Actions taken on scene. 11) If any evacuations have occurred. 12) Number of injuries. 13) Estimation of damages in dollar amounts. 14) Current and future cleanup actions. 15) The other agencies notified or about to be notified.

In addition to federal reporting requirements, the State of Massachusetts has requirements for the spiller to notify the state directly. The following are some of the reporting telephone numbers:

National Response Center (NRC) --- (800) 424-8802
In Missouri MDNR (573) 634-2436

EPA Region 7 Regional Response Center (913) 281-0991
In Kansas KDHE (785) 296-1679 and KDEM (800) 905-7521

Figure 22 - CERCLA & EPCRA Release Reporting Flow Chart

VI. ORGANIZATION AND RESPONSIBILITIES

A. In Preparedness

Mid-America LEPC

The Mid-America LEPC is a planning organization that coordinates key stakeholders in the community to coordinate preparedness activities related to hazardous materials incidents. It is not a response agency.

Specific requirements of the LEPC are as follows:

1. Appoint a chairperson and establish committee rules.
2. Distribute, review and update this plan annually.
3. Submit a copy of this plan and any revisions to the MERC and CEPR.
4. Evaluate the need for resources to develop, implement and exercise the plan.
5. Establish procedures for receiving information and responding to public comments and designate an information coordinator.
6. Establish procedures for processing requests from the public under community right- to-know provisions including LEPC meeting minutes and notification of committee activities.
7. Receive information and communications from facilities and/or transporters related to:
 - a. Notifications of chemical releases (EPCRA 304)
 - b. Tier II forms (EPCRA 312) which contains information on materials including average amount onsite, location of chemicals, etc.
 - c. Chemical Safety information notices on materials requiring SDS (EPCRA 311)
8. Publish notice annually to inform the public where, when and how information available through the LEPC is available for review.
9. Provide a forum for the post-incident analysis of Level II and III hazardous materials incidents, when requested by involved jurisdictions and agencies.
10. Make recommendations to local governments on additional resources that may be required and potential means for acquiring such resources.
11. Assist local agencies in developing and conducting hazardous materials exercises and training.

Local Emergency Service Agencies

1. Develop plans and procedures for response to hazardous materials incident
2. Use this plan as guidance for local planning documents
3. Maintain awareness of industry within jurisdiction and any known hazards
4. Commitment to maintain resources (equipment and training)
5. Jurisdictional Fire Departments will report hazardous materials releases to the Mid-America LEPC as requested for planning purposes.

6. Participate in training, exercises and after-action reviews
7. Community outreach and education on risks and protective actions

Private Industry

1. Designate Facility Emergency Coordinator
2. Maintain posted Safety Data Sheets (SDS) formally known as Material Safety Data Sheets (MSDS).
3. Develop plans
4. Report information to LEPC per requirements (EPCRA, others)
5. Maintenance of resources (equipment, systems)
6. Participate in training, exercises and after-action reviews
7. Community outreach and education on risks and protective actions

State, Federal and Nongovernmental Organizations

1. Support planning efforts by facilities and response agencies as needed
2. Communicate capabilities and resources available to support local response efforts
3. Participate in training, exercises and after-action reviews

B. In Response

Mid-America LEPC

1. Calling 9-1-1 constitutes notification of accidental release to the LEPC.
2. May be able to help locate resources for a local emergency response agency during a protracted or large incident.

Local Emergency Service Agencies

1. Establish command of incident scene. Determine resources needed for response operations.
2. Perform core functions to ensure life safety and protection of property while minimizing impact to the environment.

Private Industry

1. Notify appropriate authorities of incident immediately
2. Support Incident Command with resources and technical expertise
3. Participate in investigation to determine causation
4. Facilitate clean-up and restoration effort as appropriate

State, Federal and Nongovernmental Organizations

Federal Government:

General Federal Agencies

1. Support response activities with additional resources (equipment, technical expertise, etc.) as requested.
2. All organizations will advise command staff of available resources.
3. State and federal agencies will operate under their own response plans and will integrate with the ICS structure as appropriate.

United States Environmental Protection Agency

1. Supports, through the Federal On-Scene Coordinator (as needed or as requested), local and state jurisdictions during hazardous materials and oil release incidents.
2. Coordinates, integrates, and manages the overall Federal effort to detect, identify, contain, decontaminate, clean up, dispose or minimize discharges of oil or releases of hazardous materials, or prevent, mitigate, or minimize the threat of potential releases.
3. Provides expertise on the environmental effects of oil discharges or releases of hazardous materials and environmental pollution control techniques.
4. Manages EPA special teams under the National Contingency Plan, including the Environmental Response Team, National Decontamination Team, and Radiological Emergency Response Team, which provide specialized technical advice and assistance to responders.
5. Coordinates, integrates, and provides investigative support, intelligence analysis, and legal expertise on environmental statutes related to oil and hazardous materials incidents, including regarding criminal cases, in support of responders.
6. Serves as the primary federal agency under ESF-10 of the National Response Framework.

Nongovernmental agencies:

1. May provide information, food, lodging and medical assistance to persons impacted by incident.
2. Hospitals will treat patients and support decontamination of affected individuals as needed.

State of Missouri Governmental Agencies:

1. Missouri Department of Natural Resources/Division of Environmental Quality
 - a. The Division of Environmental Quality is to be notified by the party responsible for a spill, leak or discharge of hazardous materials.
 - b. Respond to hazardous materials incidents, if necessary.
 - c. Control public water supplies in contaminated areas to ensure safety for human consumption.
 - d. Provide sampling support and analysis to determine if private water supplies in contaminated areas are safe for human consumption.
 - e. Provide sampling support and analysis to determine if food supplies in contaminated areas meet health standards for human consumption.
 - f. Provide sampling support and analysis to determine if sport fisheries, wildlife and game birds in contaminated areas meet health standards for human consumption.
 - g. Coordinate solid waste variances and services, burn permits, and other services as needed.
 - h. Coordinate procedures for temporary storage of stabilized hazardous materials and manage their legal disposal.
 - i. Coordinate and liaise with the U.S. Environmental Protection Agency (EPA), Region VII, Kansas City, Kansas.

State of Kansas Governmental Agencies:

1. Kansas Department of Health and Environment:
 - a. Provide staff members, as necessary, for SEOC functions including: requesting assistance and coordinating with support agencies, managing mission assignments, working with private

- sector organizations for resource support, ensuring financial accountability for ESF 10;
- b. Provide an analytical laboratory for incident support;
- c. Coordinate initial assistance from other state and federal agencies;
- d. Respond, as needed, to incidents involving oil and HazMat;
- e. Coordinate with ESF #8 to provide health and safety guidance in response to an oil or HazMat incident, identify medical waste, and provide assistance with the investigation of biomedical waste incidents;
- f. Provide assistance with sampling water supplies when they are suspected of being contaminated by an oil or HazMat;
- g. Implement the CHEMPACK Program through the Bureau of Public Health Preparedness;
- h. Provide operational radiological emergency response, including conducting radiological and air monitoring, performing dose assessment, support and guidance for monitoring and decontamination of the public, and making recommendations on the need to institute protective actions in accordance with the Nuclear/Radiological Incident Annex; and
- i. Review, evaluate, and maintain all radiation dose records for non-licensee emergency workers and other affected individuals.

The above responsibilities are intended to be illustrative and not complete. For more information on responsibilities related to a hazardous materials response, please see Appendix “D” Regional Coordination Guide ESF 10.

VII. CONCEPT OF EMERGENCY RESPONSE OPERATIONS

A. Incident Management

Assumptions

- a) Response to hazardous materials emergencies in the Mid-America LEPC planning area generally begins with the facility and/or local fire department and can include a combination of city, county, regional hazmat team, special district, disaster relief agencies and private sector representatives. As indicated, appropriate state and federal agencies with statutory authority will be notified and may respond to any incident.
- b) Most emergencies involve response from multiple disciplines and may involve more than one jurisdiction. For criteria of defined levels of response to hazardous materials incidents, see Appendix “C”.

National Incident Management System

- a) Jurisdictions’ response to hazardous material incidents should be consistent with the National Incident Management Systems Incident Command System (NIMS-ICS) which provides a consistent framework for standardizing incident management practices and procedures. This ensures that federal, state, and local governments can work effectively, efficiently, and cooperatively to prepare for, respond to and recover from incidents regardless of cause, size or complexity.
- b) The Incident Command System (ICS), because of its standardized organizational structure and common terminology, provides a useful and flexible management system particularly adaptable to incidents involving multi-jurisdictional and multi-agency response.
- c) The ICS organizational structure develops in a modular fashion based upon the type and size of the incident:

- d) The organization's staff builds from the top down. As the need arises, five separate sections can be developed, each with several units that may be established as needed.
- e) The specific organizational structure established for any given emergency will be based on the management and resource needs of the incident.
- f) ICS leadership (Command Staff) performs similar functions regardless of the type of emergency. For more information on these positions, visit <http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>.
- g) Additional information is provided here for those roles that have specific responsibilities related to hazardous materials response. Commonly, a Hazardous Materials group is formed under the Operations Section in the ICS structure. Information about specific roles is outlined below. (<http://www.firescope.org/ics-hazmat-pos-manuals.htm>)

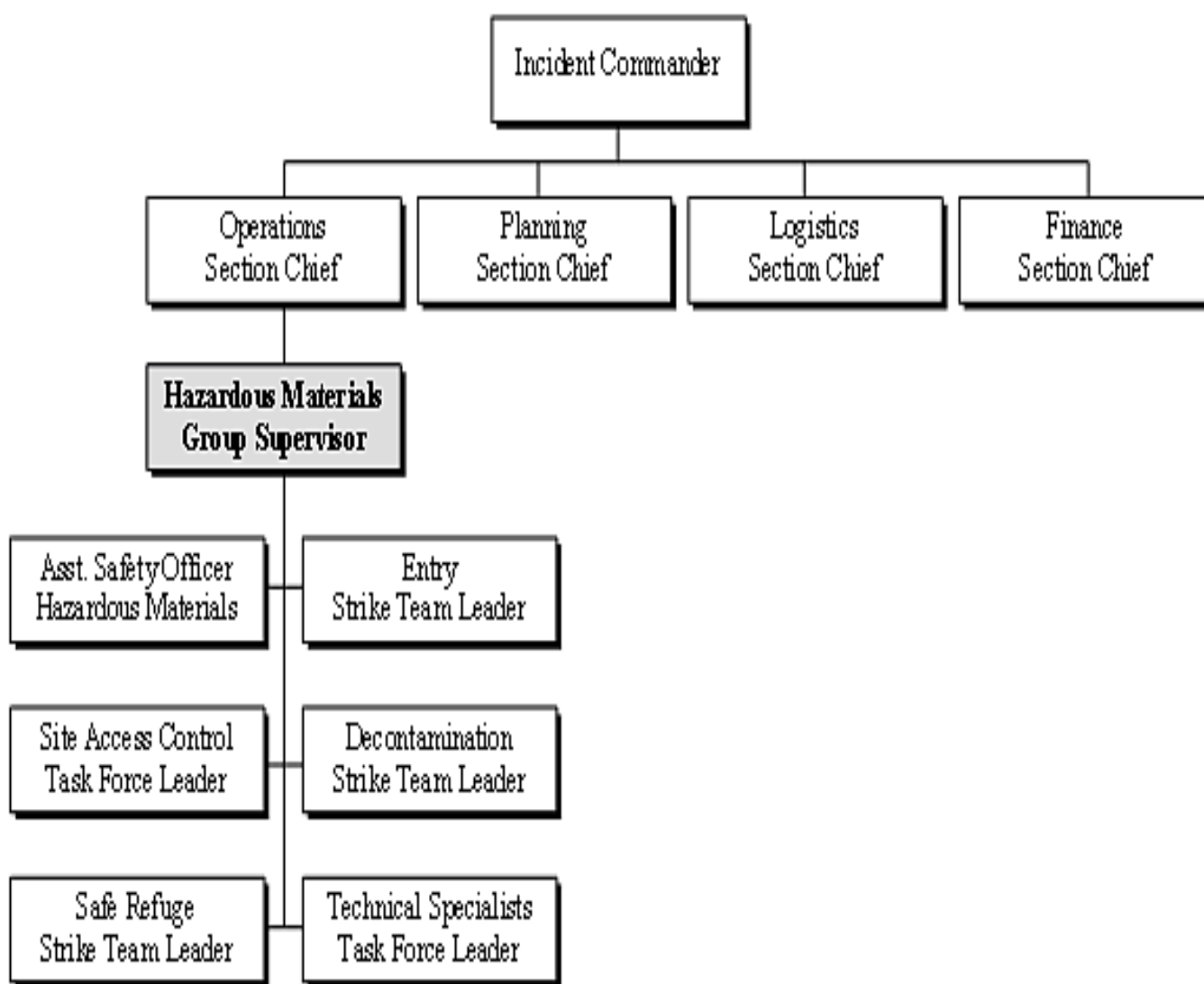


Figure 23 - Hazardous Materials Group Incident Command Structure

HAZARDOUS MATERIALS GROUP SUPERVISOR - The Hazardous Materials Group Supervisor or Hazardous Materials Branch Director reports to the Operations Section Chief. The Hazardous Materials Group Supervisor is responsible for the implementation of the phases of the Incident Action Plan dealing with the Hazardous Materials Group operations. The Hazardous Materials Group Supervisor is responsible for the assignment of resources within the Hazardous Materials Group, reporting on the progress of control operations and the status of resources within the group. The Hazardous Materials Group Supervisor directs the overall operations of the Hazardous Materials Group. Duties include:

- a) Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
- b) Evaluate and recommend public protection action options to the Operations Chief or Branch Director (if activated).
- c) Ensure that current weather data and future weather predictions are obtained.
- d) Establish environmental monitoring of the hazard site for contaminants.
- e) Ensure that a Site Safety and Control Plan (ICS Form 208) is developed and implemented.
- f) Conduct safety meetings with the Hazardous Materials Group.
- g) Participate, when requested, in the development of the Incident Action Plan.
- h) Ensure that recommended safe operational procedures are followed.
- i) Ensure that the proper Personal Protective Equipment is selected and used.
- j) Ensure that the appropriate agencies are notified through the Incident Commander.
- k) Maintain Unit/Activity Log (ICS Form 214).

ENTRY LEADER - Reports to the Hazardous Materials Group Supervisor. The Entry Leader is responsible for the overall entry operations of assigned personnel within the Exclusion Zone. Duties include:

- a) Supervise entry operations.
- b) Recommend actions to mitigate the situation within the Exclusion Zone.
- c) Carry out actions, as directed by the Hazardous Materials Group Supervisor, to mitigate the hazardous materials release or threatened release.
- d) Maintain communications and coordinate operations with the Decontamination Leader.
- e) Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (if activated).
- f) Maintain communications and coordinate operations with Technical Specialist-Hazardous Materials Reference.
- g) Maintain control of the movement of people and equipment within the Exclusion Zone including contaminated victims.
- h) Direct rescue operations, as needed, in the Exclusion Zone.
- i) Maintain Unit/Activity Log (ICS Form 214).

DECONTAMINATION LEADER - Reports to the Hazardous Materials Group Supervisor. The Decontamination Leader is responsible for the operations of the decontamination element, providing decontamination as required by the Incident Action Plan. Duties include:

- a) Establish the Contamination Reduction Corridor(s).
- b) Identify contaminated people and equipment.
- c) Supervise the operations of the decontamination element in the process of decontaminating people and equipment.
- d) Control the movement of people and equipment within the Contamination Reduction Zone.
- e) Maintain communications and coordinate operations with the Entry Leader.
- f) Maintain communications and coordinate operations with the Site Access Control Leader and the Safe Refuge Area Manager (if activated).
- g) Coordinate the transfer of contaminated patients requiring medical attention (after decontamination) to the Medical Group.
- h) Coordinate handling, storage, and transfer of contaminants within the Contamination Reduction Zone.
- i) Maintain Unit/Activity Log (ICS Form 214).

SITE ACCESS CONTROL LEADER - Reports to the Hazardous Materials Group Supervisor. The Site Access Control Leader is responsible for the control of the movement of all people and equipment through appropriate access routes at the hazard site and ensures that contaminants are controlled and records are maintained. Duties include:

- a) Organize and supervise assigned personnel to control access to the hazard site.
- b) Oversee the placement of the Exclusion Control Line and the Contamination Control Line.
- c) Ensure that appropriate action is taken to prevent the spread of contamination.
- d) Establish the Safe Refuge Area within the Contamination Reduction Zone. Appoint a Safe Refuge Area Manager (as needed).
- e) Ensure that injured or exposed individuals are decontaminated prior to departure from the hazard site.
- f) Track the movement of persons passing through the Contamination Control Line to ensure that long-term observations are provided.
- g) Coordinate with the Medical Group for proper separation and tracking of potentially contaminated individuals needing medical attention.
- h) Maintain observations of any changes in climatic conditions or other circumstances external to the hazard site.
- i) Maintain communications and coordinate operations with the Entry Leader.
- j) Maintain communications and coordinate operations with the Decontamination Leader.
- k) Maintain Unit/Activity Log (ICS Form 214).

ASSISTANT SAFETY OFFICER - HAZARDOUS MATERIALS - Reports to the incident Safety Officer as an Assistant Safety Officer and coordinates with the Hazardous Materials Group Supervisor or Hazardous Materials Branch Director, if activated. The Assistant Safety Officer-Hazardous Materials coordinates safety related activities directly relating to the Hazardous Materials Group operations as mandated by 29 CFR Part 1910.120 and applicable state and local laws. This position advises the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) on all aspects of health and safety and has the authority to stop or prevent unsafe acts. It is mandatory that an Assistant Safety Officer-Hazardous Materials be appointed at all hazardous materials incidents. Duties include:

- a) Obtain briefing from the Hazardous Materials Group Supervisor.
- b) Participate in the preparation of, and implement the Site Safety and Control Plan (ICS Form 208).
- c) Advise the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director) of deviations from the Site Safety and Control Plan (ICS Form 208) or any dangerous situations.
- d) Has authority to alter, suspend, or terminate any activity that may be judged to be unsafe.
- e) Ensure the protection of the Hazardous Materials Group personnel from physical, environmental, and chemical hazards/exposures.
- f) Ensure the provision of required emergency medical services for assigned personnel and coordinate with the Medical Unit Leader.
- g) Ensure that medical related records for the Hazardous Materials Group personnel are maintained.
- h) Maintain Unit/Activity Log (ICS Form 214).

TECHNICAL SPECIALIST-HAZARDOUS MATERIALS REFERENCE - Reports to the Hazardous Materials Group Supervisor (or Hazardous Materials Branch Director, if activated). This position provides technical information and assistance to the Hazardous Materials Group using various reference sources such as computer databases, technical journals, CHEMTREC, and phone contact with facility representatives. The Technical Specialist- Hazardous Materials Reference may provide product identification using hazardous categorization tests and/or any other means of identifying unknown materials. Duties include:

- a) Obtain briefing from the Planning Section Chief or assigned supervisor.
- b) Provide technical support to the Hazardous Materials Group Supervisor.
- c) Maintain communications and coordinate operations with the Entry Leader.
- d) Provide and interpret environmental monitoring information.
- e) Provide analysis of hazardous material sample.
- f) Determine personal protective equipment compatibility to hazardous material.
- g) Provide technical information of the incident for documentation.
- h) Provide technical information management with public and private agencies i.e.: Poison Control Center, Toxicology Center, CHEMTREC, State Department of Food and Agriculture, National Response Team.
- i) Assist Planning Section with projecting the potential environmental effects of the release.
- j) Maintain Unit/Activity Log (ICS Form 214).

SAFE REFUGE AREA MANAGER - The Safe Refuge Area Manager reports to the Site Access Control Leader and coordinates with the Decontamination Leader and the Entry Leader. The Safe Refuge Area Manager is responsible for evaluating and prioritizing victims for treatment, collecting information from the victims, and preventing the spread of contamination by these victims. If there is a need for the Safe Refuge Area Manager to enter the Contamination Reduction Zone in order to fulfill assigned responsibilities, then the appropriate Personal Protective Equipment shall be worn. Duties include:

- a) Establish the Safe Refuge Area within the Contamination Reduction Zone adjacent to the Contamination Reduction Corridor and the Exclusion Control Line.
- b) Monitor the hazardous materials release to ensure that the Safe Refuge Area is not subject to exposure.
- c) Assist the Site Access Control Leader by ensuring the victims are evaluated for contamination.
- d) Manage the Safe Refuge Area for the holding and evaluation of victims who may have information about the incident, or if suspected of having contamination.
- e) Maintain communications with the Entry Leader to coordinate the movement of victims from the Refuge Area(s) in the Exclusion Zone to the Safe Refuge Area.
- f) Maintain communications with the Decontamination Leader to coordinate the movement of victims from the Safe Refuge Area into the Contamination Reduction Corridor, if needed.
- g) Maintain Unit/Activity Log (ICS Form 214).

B. Integration with Other Plans

Underlying all hazardous materials emergency response activities in the Mid-America LEPC planning area are the emergency operations plans developed by each local jurisdiction and emergency services agency.

The Mid America LEPC Regional Hazardous Materials Emergency Preparedness Plan is not intended to be a comprehensive, standalone plan; but, integrated with other important plans in the region. Guidance in this plan is primarily for information purposes to be used in the planning stages prior to a hazardous materials incident. Operational guidance for incident response will be found primarily in local emergency operations plans.

- a) The Regional Coordination Guide (RCG) also provides some tools such as initial response checklists that may be helpful during an event. Care has been taken to ensure plans are integrated and that cross-references are accurate.
- b) The overall purpose of the RCG, including Emergency Support Function ESF-10 (Oil and Hazardous Materials Response), is to facilitate the sharing of information and resources among jurisdictions, and promote a coordinated regional approach accomplishing emergency activities. ESF 10 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 bi-state metropolitan region.
- c) Specifically, ESF 10 of the RCG (Appendix “D” of this Plan) is designed to describe and discuss local and regional hazardous materials plans; regionally available hazardous materials resources and specially trained personnel; state and federal specialized resources and personnel; and regional coordination activities to be accomplished in a hazardous materials incident.
- d) ESF 10 describes how to coordinate information and access regional resources, but intentionally provides limited operational guidance. The plans, protocols, procedures, checklists and other guidance maintained by responding agencies provide operational guidance for hazardous materials incidents.

C. Resources

General

It may be necessary for responding agencies to use specialized resources (i.e., equipment or personnel) to handle a hazardous materials incident. These resources may be procured or contracted locally, or made available by the Responsible Party, state/federal agencies or through the statewide mutual aid systems.

Mutual aid is designed to ensure adequate resources; facilities and other support are provided to jurisdictions whenever their own resources prove inadequate to cope with the problems of rescue, relief, evacuation, rehabilitation and/or recovery associated with an emergency or disaster. Mutual aid agreements should be in place before an incident occurs. Several exist within the region currently between response partners and neighboring jurisdictions.

- a) The Missouri Mutual Aid System for resources is authorized under section 44.090.1 of the Revised Statutes of the State of Missouri (RSMo). This statute describes participation by local jurisdictions in a statewide mutual aid system. This statewide fire mutual aid system is called the Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE). MoSCOPE provides a basis for command and management for any type of response. The use of MoSCOPE provides common principals giving local responders reasonable expectations, whether requesting or lending assistance. Lee's Summit Fire Department provides Region A's State Fire Mutual Aid Regional Coordinator who is responsible for coordinating state mutual aid resources within a region.
- b) Kansas mutual aid assistance (including the provision of firefighting capabilities) is authorized by the Kansas Statutes and Authorities (KSA) 48-950. The Kansas mutual aid system allows all political subdivisions in the state to lend mutual aid assistance upon request. All political subdivisions in the state are automatically a part of the Kansas mutual aid system, unless they elect not to participate or to later withdraw from the system by adoption of an appropriate resolution by its governing body.
- c) Emergency Management Assistance Compact (EMAC). EMAC is a national interstate mutual aid agreement that enables states to share resources during times of disaster. EMAC acts as a complement to the federal disaster response system, providing timely and cost-effective relief to states requesting assistance from assisting member states who understand the needs of jurisdictions that are struggling to preserve life, the economy, and the environment. EMAC can be used either in lieu of federal assistance or in conjunction with federal assistance, thus providing a "seamless" flow of needed goods and services to an impacted state. EMAC further provides another venue for mitigating resource deficiencies by ensuring maximum use of all available resources within member states' inventories.

Hazardous Materials Teams

- a) In the event a hazardous materials incident overwhelms the resources of any given jurisdiction in the Mid-America LEPC area, or requires the use of additional resources, Eight (8) hazardous materials response teams (7 with enhanced WMD capabilities) in the Mid-America LEPC area are available through mutual aid. Teams include (* denotes enhanced WMD capability):

Kansas City, Missouri, Fire Department*

Lee's Summit, Missouri Fire Department*

Tri-District Hazardous Materials Response Team* (comprised of members from Central Jackson County,

Fort Osage, and Sni Valley Fire Protection Districts)

Independence, Missouri Fire Department*

Kansas City, Kansas, Fire Department *

Leavenworth, Kansas Fire Department*

Olathe, Kansas Fire Department

Overland Park, Kansas Fire Department*

- b) The Seven (7) enhanced HazMat teams meet Department of Homeland Security Type 2 HazMat Entry Team standards. Each team has the ability to perform field-testing, air sampling and collection of known or suspected WMD agents or other chemicals; to detect and monitor for radiation sources; capable of stopping the release of WMD agents and other hazardous substances; to decontaminate equipment, personnel and citizens; and personnel are trained to applicable standards associated with HazMat response activities.
- c) Hazardous Materials teams can be requested via mutual aid. Procedures for accessing this resource are outlined in **Appendix “D”** - Regional Coordination Guide ESF 10.

Other Public Resources

- a) In addition to the HazMat Teams in the region, other regional resources include specialized equipment and teams for response to a variety of emergency events. These regionally available resources include communications equipment, command vehicles, heavy rescue teams and others. For more information on the all-hazard resources and capabilities available in the region, see the Regional Coordination Guide ESF 7 – Resource Management - [Regional Coordination Guide and Emergency Support Functions](#) .
- b) A variety of state and federal resources and technical assistance may be available to local officials from agencies tasked with responsibilities in state and federal plans.

Private Resources

- a) Greater Kansas City Heavy Constructors Association (HCA) Emergency Resources Catalog (“Plan Bulldozer”) lists categories of equipment available and 24-hour contact information to augment local government capabilities. As a public service to the community, the HCA has developed the "Plan Bulldozer" program which makes contractor personnel and equipment available in instances of natural or man-made disasters and emergencies. In conjunction with this program, the HCA annually publish and distributes the plan to area law enforcement, emergency personnel and governmental agencies so they may quickly obtain specialized equipment to catastrophic situations including hazardous materials releases.

To utilize the “Plan Bulldozer” the following steps must be completed:

1. A Memorandum of Understanding must be in effect between the local jurisdiction and the Heavy Constructors Association of Greater Kansas City (Association).
2. Requesting (governmental agency) must notify the Heavy Constructors Association of the Greater Kansas City Area a disaster has occurred indicating the jurisdiction does not have the specialized equipment necessary to alleviate the situation.
3. As soon as practicable, an Association Command Center will be established to process request for aid. In turn, the jurisdiction will collect, evaluate and prioritize all requests and

disseminate them to the Association' Command Center, in writing, from its Emergency Operations Center or any other location designated for the collection and processing of request.

4. Upon receipt of the information by the Association' Command Center, the requests for assistance will be given to the participating contractors.
5. Depending upon the situation, communications will be established between the responsible jurisdiction's Departments of Divisions and the participating contractor to exchange all pertinent information for the fulfillment and coordination of specific projects.
6. This process will continue until the crisis phase of a "disaster" has passed, as determined by the jurisdiction in writing.
7. After the crisis has passed, the Association will no longer need to maintain the Communications Center and all requests for construction and demolition work will be made through the normal "sample jurisdiction" contractual bidding procedures.
8. After the termination of the crisis and as soon as practicable, the participating contractors will provide the jurisdiction that made the request for aid all cost information incurred during response operations.

Cost:

- A. During the first twenty-four hours of a "disaster" or as long as circumstances exist in which public facilities are unable to arrest further damage to human or property values nor reestablish an orderly physical environment, will provide their services even though compensation cannot be guaranteed.
 - B. At cost, during the next forty-eight hours or as long as "disaster" operations are continued. This would include certain projects in which a disaster situation continues after the general disaster has been suspended. "Cost" will be considered as direct cost, such as direct labor, equipment rental or depreciation, insurance, material and fuel.
 - C. After the immediate danger of a "disaster" has passed or been eliminated, normal bidding procedures determined by the jurisdiction's government administrative codes and procedures for construction and demolition of local governmental projects will be followed.
- b) A survey of EHS facilities (facilities having enough chemicals that requires them to report under the Emergency Planning and Community Right-To-Know Act) in the region was conducted to assess their capabilities of providing resources such as technical staff, equipment or disposable assets to emergency service agencies. Some larger RMP/EHS facilities within the Mid-America LEPC area indicated they could support off-site responses with technical consulting services, spill response equipment, leak kits, etc., but would require some type of agreement outlining workman's compensation, equipment insurance, and methods of reimbursement to cover cost.

Although no formal agreements or resource sharing plans have been established with these facilities by public safety agencies, prior knowledge of these potential resources will lead to future development of these agreements outlining activation, deployment, cost and availability of these resources in the community before they are needed. The following in-house response capabilities, equipment and service were indicated as available by some EPCRA facilities within the Mid-America LEPC region should use agreements be developed. See Table 17 EPCRA Facility Resources

EPCRA Facility Resources		
Response Equipment	Training and Certifications of Personnel	Communications and Computer Equipment
SCBA's	HAZWOPER	Radios
Chemical Protective Suites	First Aid	Computers
Unmanned Fire Monitors	Incident Command	WebEOC Software
Foam Deployment Systems	Hazardous Materials Awareness	Pagers
Leak Mitigation Kits (conventional and specialized)	Hazardous Materials Operations	Plume Modeling Software
Firefighter Gear (Bunker Gear)	Hazardous Materials Technician	Mass Notification Software
Portable Gas Detectors	Chemists	Chemical Surveillance Detectors
Booms & Pigs	Confined Space Rescue	Chemical Lab Testing Equipment
Chemical Storage (Above & Underground tanks)	Chemical Engineers	Cameo/Marplot Software
Chemical Transport Equipment	Certified Health & Safety Managers	
Portable Generators	Mechanical Engineers	
Chemical Pumps and Hoses		
Foam Bank		
Decontamination Solutions		
Peatsorb & Bulk Floor Dry		
Fire Fighting Equipment		

Table 17 - EPCRA Facility Resources

- c) CHEMTREC is a 24/7 emergency call center that provides immediate critical response information during emergency incidents involving chemicals, hazardous materials and dangerous goods. The CHEMNET® program is a network of for-hire contractors (primarily in the USA) for CHEMTREC registrants who may need the services of an emergency response contractor at the scene of an incident involving their product. CHEMNET® is also for industry offering mutual-aid to another chemical company. The CHEMNET list (See **Appendix “M”**) is the primary resource for shippers, carriers and others that require the services of a contractor for response to an incident involving hazardous materials. Upon request, CHEMTREC can link the shipper with the CHEMNET contractor closest to the scene.
- d) Private Sector Contractors - Additionally, a number of contract emergency response companies may be available to provide assistance and resources such as HazMat Response Inc., Heritage, Veolia and Clean Harbors, to name a few. See **Appendix “M”** for a detailed list of local chemical contractors.

Resource Management

- a) The region's emergency management officials utilize a software application WebEOC to help increase awareness of resources available in the region. Many local jurisdiction and counties within the Mid-America LEPC Region located in Missouri utilize the WebEOC system operated by the Missouri State Emergency Management Agency. The City of Kansas City Missouri (KCMO) operates their own individual WebEOC system. Both the Missouri State and KCMO systems are fused together and can be utilized to request, process and track resource during a disaster situation.

- b) WebEOC is also utilized by local jurisdictions and counties located in Kansas within the Mid-America LEPC area. Leavenworth, Johnson and Wyandotte Counties all operate individual WebEOC systems. The State of Kansas Emergency management Agency also operates a statewide WebEOC system. The Leavenworth WebEOC software is also utilized as a regional system for all jurisdictions and counties within the MARC area which includes 119 cities and 9 counties. All local Kansas WebEOC systems are fused together with the Kansas statewide system. Both the Kansas and Missouri statewide WebEOC systems are also fused together. All these systems can be utilized to request, process and track resource during a disaster situation.
- c) There is recognition by all jurisdictions that being able to access current information on resources collectively would be of benefit to ensure resources are managed efficiently and effectively during a large-scale emergency.
- d) Another resource tracking asset is the “Rapid Tag” system. This is a regional system that can develop tags for specific equipment and has a database to track the information. These systems are located at the following jurisdictions:
 - Independence Missouri Office of Emergency Preparedness
 - Kansas City Fire Department
 - Johnson County Kansas Communications Center
- e) EMResource is a resource system utilized by all hospitals in the Mid-America LEPC area to track the availability of hospital beds, emergency room capacity and patient tracking.

D. Protective Actions (Evacuation and Shelter-in-Place)

General

- a) Evacuation is a major undertaking, and the decision to evacuate must be carefully considered. The decision to evacuate or shelter-in-place will be made by the Incident Commander in close consultation with supporting agencies and/or governing bodies. Exposure risk to citizens already in an exposed area could be increased by requiring them to go outdoors into a contaminated environment. The option to shelter-in-place should also be considered.
- b) The choice between evacuation and shelter-in-place is not mutually exclusive for a single emergency situation. In a given emergency, it may be most effective to evacuate one portion of the threatened population and instruct others to shelter-in-place.
- c) The decision to initiate protective actions will be made in accordance with local emergency operations plans. For additional information regarding a jurisdiction’s specific policies or procedures for evacuation or shelter-in-place, interested parties should contact their local emergency management agency. Information here is intended to supplement the plans and procedures in place in local communities. For selection criteria to aid in decision-making, see Appendix “B”.

Evacuation

A. Potential Reasons to Evacuate:

- a. Precautionary evacuation:
 - i. Possible boiling liquid expanding vapor explosion (BLEVE) or condition that could cause an explosion.

- ii. Conditions or reactions that could lead to increased toxicity of a hazardous material.
- iii. The potential for release of an acutely toxic substance.
- iv. A change in wind direction or other atmospheric conditions.
- b. Immediate evacuation:
 - i. BLEVE or explosion appears imminent.
 - ii. Current or forecast atmospheric conditions.
 - iii. Alterations in the properties of the hazardous material, increasing toxicity or environmental damage.
 - iv. Uncontrollable fire, or threat of the fire spreading or becoming uncontrollable, resulting in surrounding facilities catching fire or compounding the hazard.
 - v. Inherently unstable material likely to explode or ignite without warning.
 - vi. Considerations in decision to evacuate include the following:
 - vii. Specific area(s) affected (i.e., commercial, residential, industrial, rural, etc.)
 - viii. Population affected or threatened, including groups with special needs (i.e., handicapped, institutionalized, schools, hospitals, etc.)
 - ix. Evacuation, response and egress routes.
 - x. Length of time required for evacuation.
 - xi. Anticipated duration of the emergency.
 - xii. Location and capacity of assembly areas and mass-care facilities.
 - xiii. Security of the evacuation area.
 - xiv. Current and forecast weather conditions.

B. Risks to evacuation include:

- a. Exposure of an evacuating population to a released hazardous material.
- b. Travel problems, particularly in adverse or severe weather.
- c. Economic costs to families, lost wages of evacuees, expenses or lost revenue to business and industry, emergency response personnel costs to government, and costs associated with the care and sheltering of evacuees.
- d. Managing those who do not wish to leave their homes or businesses.
- e. Traffic control problems.
- f. Difficulty in ensuring communications with entire impact zone.

C. Shelter-in-Place

- a. Potential Reasons to Shelter-in-Place:

- i. Inadequate time to implement an evacuation.
 - ii. Severe weather conditions that preclude movement of people.
 - iii. As a precautionary measure during incident assessment.
 - iv. Significant threat of exposure to evacuating individuals.
 - v. Release is short term and not continuous.
- b. Considerations in decision to shelter-in-place include the following:
 - i. Behavior of threatened people. They must be warned, believe the warning, recognize their risk, know what to do and take action.
 - ii. The physical characteristics of a building or structure.
 - iii. Meteorological conditions (wind speed, wind direction and air temperature).
 - iv. Surrounding terrain and vegetation.
- c. Risks to shelter-in-place include:
 - i. Difficulty in communicating message with instructions to impacted population.
 - ii. Improper technique or lack of action leaves some people vulnerable to exposure.
 - iii. Characteristics of hazard change and require immediate evacuation.
 - iv. Functional and Access Needs Populations and Facilities
- d. Consideration must be given to evacuating the following functional and access needs populations and facilities:
 - i. Hospitals, nursing homes and residential care facilities.
 - ii. Schools (public, private, nursery schools and child care facilities).
 - iii. Handicapped individuals and non-ambulatory persons.
 - iv. Persons lacking their own transportation.
- e. The Mental Health and Functional & Access Needs Committee, a subcommittee of the Regional Homeland Security Coordinating Committee (RHSCC), is working toward:
 - i. Developing a network of subject matter experts, community organizations, advocacy groups, government agencies, individuals with mental health, functional and/or access needs, to identify the challenges faced by those with mental health and functional and access needs during times of disaster or emergency.
 - ii. Devising plans, procedures, guidelines and resources to overcome those challenges and ensure equal access to goods and services for the whole of the community.

- iii. Communicating those plans to emergency response professionals and the larger community.
- iv. This committee may be of assistance in engaging these populations as well as identifying resources to support functional and/or access needs. For more information on the committee, including contact information, see their Website at: [http://www.marc.org/Emergency-Services-9-1-1/Homeland-Security-\(RHSCC\)/Subcommittees/Mental-Health.aspx](http://www.marc.org/Emergency-Services-9-1-1/Homeland-Security-(RHSCC)/Subcommittees/Mental-Health.aspx).

E. Emergency Public Information

Guiding Principles

- A. A well-informed public will be better prepared to take appropriate actions during hazardous materials emergencies.
- B. As the incident progresses beyond the warning stage, the public shall be regularly informed as to the status of the emergency and its continued impact.
- C. Whenever possible, a joint public information effort including government agencies, nongovernmental organizations and the affected facility will be utilized for consistency and clarity of information released to the public.

Assumptions

- A. The general public and media will demand information about the emergency situation and instructions on proper survival/response actions.
- B. The local media, particularly radio, will perform an essential role in providing emergency instructions and periodic updates to the public.
- C. Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media may also demand information and may play a role in reassuring (or alarming) relatives of disaster victims.
- D. Depending on the severity of the emergency, telephone communications may be sporadic or impossible.
- E. Local and regional radio and/or television stations without emergency power may also be off the air. Telephones may be inoperative.
- F. Sufficiently trained staff is required to ensure the organization does not become overwhelmed with requests for information.

Suggested Emergency Public Information Organization

- A. Like other response functions, public information should be conducted within the Incident Command Structure and as detailed in local emergency operations plans. Each jurisdiction may set this up differently depending on its own resources and requirements, but all provide the same core functions: rapid dissemination of accurate information, rumor control, response to media and citizen inquiries, etc. For specific information and job duties, visit FEMA's ICS Resource Center at <http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>.

- B. In the metropolitan area, local public officials have coordinated to develop ESF #15 of the Regional Coordination Guide. It is intended to be an all-hazards approach to conducting public information activities on a local and regional level. Coordination of public information activities is emphasized throughout this guidance. Please consult this document for more information.
 - C. In 2000 MARC formed the Regional Association of Public Information Officers (RAPIO) which is an organization that allows local Public Information Officers the opportunity to share information, work cooperatively on regional issues and network with their peers during emergencies.
 - D. For those communities that need to supplement their own internal resources, public information officers operate in other cities and counties as well as state and federal partner agencies, private agencies, utilities and special districts.
-

Media Access

A. Ground Access

- a. In the event of a hazardous materials incident the media's access to the scene will be dictated by the event and will be at the discretion of the Incident Commander. The media will be provided access in a safe location and informed by scheduled briefings.

B. Air Access

- a. Federal Aviation Administration Regulation (FAR) 91.137 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose significant safety hazard to the general public or compromise management of the event.
- b. Local officials may request temporary flight restrictions by contacting the FAA Regional Operations Center at (816) 426-4600.

C. Communications

- a. Local Public Information Officers:
 - (1) The local government PIO organization may rely on several different communication methods for dissemination of information to the media and for responding to direct public inquiry. The size and scope of the incident as well as the capabilities of the jurisdiction will be factors in determining what methods are utilized to alert the public. Possible methods include, but are not limited to:
 - i. All available media (broadcast radio, television and cable access)
 - ii. Social Media
 - iii. Activation of the Emergency Alert Systems (EAS)
 - iv. Mobile public address systems
 - v. Mass electronic notification systems
 - vi. Devices and methods for individuals with disabilities
 - vii. Door-to-door
 - viii. IPAWS - Integrated Public Alert & Warning System
 - (2) The PIO should ensure that adequate equipment resources are available to handle the number of inquiries (i.e. a phone bank if needed).

- (3) The PIO should anticipate that primary forms of communication may be inoperable due to the nature of the emergency. Redundant sources of communication should be considered such as Amateur Radio Emergency Service (ARES).
- (4) The local government may activate, or request activation of, local Emergency Alert System (EAS) stations following established EAS procedures.
- (5) Local commercial radio is one rapid means of communicating emergency information to the public. However, as modes of communication evolve, agencies may need to consider additional ways to transmit key messages. Other methods include regional radio stations, television, newspapers and special emergency information supplements to newspapers, social media Websites, leaflets, public address systems and personal contact.
- (6) Some incidents may require establishment of hotlines or toll-free numbers to provide information to the public. 3-1-1 (Kansas City Missouri), United Way 2-1-1 or other government established hotlines may be used.

D. Sample Public Announcement Formats for Hazardous Materials Incidents:

a. Unidentified hazardous materials incident (release in heavy traffic area):

- (1) “This is (name of agency). An unidentified substance which may be hazardous has been (spilled/released) at (location). Please avoid the area, if possible, while crews are responding. The best alternate routes are (list routes). If you are already in the area, please be patient and follow the directions of emergency response personnel. The substance will be evaluated by specially trained personnel and further information will be released as soon as possible. Thank you for your cooperation.”

b. Low-risk hazardous materials incident:

- (1) “This is (name of agency). A small amount of (name of chemical or material), a hazardous material, has been (spilled/released) at (location). Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate area to evacuate or shelter-in-place. Please avoid the area. The material is (slightly/highly) toxic to humans and can cause the following symptoms: (symptoms). If you think you may have come in contact with this material, you should (provide health instructions and hotline number, if available). For your safety, please avoid the area if at all possible. Alternate routes are (routes) and traffic is being diverted. If you are now near the spill/release area, please follow the directions of emergency response personnel. Clean-up crews are on the scene. Thank you for your cooperation.”

c. High-risk hazardous materials incident (evacuation mandatory):

- (1) “This is (name of agency). A (large/small) amount of (name of chemical or material), a highly hazardous substance, has been (spilled/released) at (location). Because of the potential health hazards, authorities are (requesting/requiring) all

residents within (number of blocks/miles) of the area to evacuate. If you are within (evacuation zone boundaries), you and your family (should/must) leave (as soon as possible/now). Go immediately to the home of a friend or relative outside the evacuation area or to (indicate shelters). If you can drive a neighbor who has no transportation, please do so. If you need transportation, call (provide telephone number). Children attending the following schools: (list schools) will be evacuated to (location). Please do not drive to your child's school. Pick your child up from school authorities at the evacuation center. Listen to this station for further instructions. The material is highly toxic to humans and can cause the following symptoms: (symptoms). If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at (location). To repeat, if you are in the area of (location/boundaries), you (should/must) leave for your own safety. Do not use your telephone unless you need emergency assistance. Thank you for your cooperation.”

d. Hazardous material incident – summary statement for media:

- (1) “At approximately (time a.m./p.m.) today, a (spill/release) of a potentially hazardous material was reported to this office. Emergency services personnel were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (name of chemical or material), a (hazardous/harmless) (chemical/material/gas) which, upon contact, may produce symptoms of (list symptoms). Precautionary evacuation of the (location) area surrounding the spill was (requested/required). Approximately (number) of persons were evacuated. Clean-up crews from (agency/company) were dispatched to the scene, and normal traffic had resumed by (time), at which time residents were allowed to return to their homes. There were no injuries reported – OR – (number) persons, including (number) of emergency personnel, were treated at area hospitals for (injuries/symptoms) and (all/number) were later released. Those remaining in the hospital are in (condition, i.e., serious, critical, etc.) condition. Response agencies involved were (list agencies).”

F. Cleanup and Recovery

General:

- 1) Cleanup and recovery is the final stage of hazardous materials incident response. Since a shipper, spiller or owner is responsible for recovery and cleanup, hazardous materials teams and other emergency response personnel usually do not participate in this stage of an incident. Many times, cleanup operations will be conducted by contracted firms.
- 2) Cleanup operations should be conducted under the supervision of the appropriate authority. Typically, city or county environmental departments will work with partner state agencies as needed to oversee clean-up efforts (KDHE in Kansas; MDNR in Missouri). Responsibility for declaring the area affected by a hazardous material “safe” or “clean” varies based on the scope of the incident. On

small releases that are quickly managed, the Incident Commander may make this determination. Larger or more complex incidents will be declared clean by the jurisdiction's environmental personnel or KDHE/MDNR representative.

Liability:

- 1) It is imperative that responsible parties in hazardous materials incidents are identified. In both Kansas and Missouri, the responsible party is liable for cleanup operations; they may undertake cleanup operations themselves if this can be done safely within established parameters, or they may request assistance from private cleanup contractors.
- 2) Hazardous materials team and/or other emergency response personnel shall not directly contact private cleanup/disposal companies. Responsible parties should be informed that they are financially responsible for the cleanup and disposal of hazardous materials.
- 3) If a responsible party cannot be identified or release was on public property, hazardous materials teams typically contact city or county environmental offices or state agencies to notify them of need for clean-up operations.

State Funding Sources:

- 1) Missouri "Spill Bill" – Local fire departments and hazardous materials teams often respond to events involving the release of a hazardous substance. Sections 260.500 through 260.550 ("Spill Bill") of the Revised Statutes of Missouri, provide provisions for emergency responding agencies to recover cleanup costs associated with hazardous substance spills. The State of Missouri Spill Bill can be accessed at: <http://dnr.mo.gov/env/esp/spillbill.htm>
- 2) The State of Kansas does not have a similar legislative mechanism in place.

Federal Funding Sources:

- 1) Oil Pollution Prevention, Response, Liability, and Compensation Act of 1990, Oil Spill Liability Trust Fund. This fund provides assistance for oil spill cleanup. The National Pollution Funds Center managed by the U.S. Coast Guard and the federal On-Scene Coordinator in charge will determine eligibility for this fund. Funds are generally available to federal On-Scene Coordinators for oil removal actions, including:
 - a. Containing and removing discharged oil from water and shorelines
 - b. Preventing or mitigating a substantial threat of discharge of oil to water and shorelines; and
 - c. Other actions as may be necessary to prevent, minimize, or mitigate damage to the public health and welfare.
- 2) Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) Hazardous Substances Response Trust Fund (Superfund). This fund provides assistance for cleanup of hazardous materials in general. Federal On-Scene Coordinators will determine eligibility for this fund.

Limitations:

- 1) Responsible party must be unknown, unwilling or unable to adequately clean up release.
- 2) Funds are available only for federally managed responses.

- 3) Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121-5207, and Related Authorities (“Stafford Act”)
 - a. Stafford Act funding may be available when the President declares an Emergency or Major Disaster in a given event.
 - b. Funding requests flow from the state through FEMA. FEMA determines eligibility of such requests, which includes a determination that state/local resources cannot fulfill the given mission. Where ESF-10 assets/resources are requested, EPA is the primary agency for fulfilling such requests.
- 4) ESF-10 funding typically includes a state cost share, and may include a local cost share as well.

After-Action Reports:

- 1) Local agencies should develop after-action reports to document their activities during hazardous materials emergency response and recovery operations. Such reports should evaluate incident response and management areas including initial notification, dispatch, initial assessment, containment measures, scene management, hazardous materials operations, resource allocation, public warning and information, protective actions, and communications.
- 2) LEPC meetings serve as a forum to review actual incidents and discuss areas for improvement and share best practices for Level II and III incidents.

Follow up Reporting:

- 1) In accordance with SARA Title III, Section 11004 and 11 CSR 10-11.230 any facility required to report the release of a hazardous substance or extremely hazardous substance under the above codes shall also send a written follow-up notice(s) to the MERC or CEPR and the Mid-America LEPC. For more information on this requirement, see Section V.G.4.
- 2) Federal, state and local agencies with regulatory, investigative or prosecutor responsibilities should compile information concerning the incident and its cause in an investigative report.

G. Hazard Mitigation

Hazard mitigation is an ongoing process to reduce or prevent the risk to human life, property and the environment from natural, human-caused or technological hazards. Effective hazard mitigation actions must be taken before an emergency.

- 1) The Missouri counties of Cass, Clay, Jackson, Platte and Ray developed a Regional Multi-Hazard Mitigation Plan, available online at <http://www.marc.org/Emergency-Services-9-1-1/MEMC/Activities/Regional-Hazard-Mitigation-Plan> which provides local governments and emergency responders with an analysis of current conditions in each county, an assessment of hazards and a description of mitigation strategies participating jurisdictions have undertaken.
- 2) The Kansas counties of Johnson, Leavenworth and Wyandotte each maintain separate county mitigation plans containing similar information.
 - a. [Johnson County Kansas Mitigation Plan](#)
 - b. [Wyandotte County Hazard Mitigation Plan](#)
 - c. [Leavenworth County Kansas Hazard Mitigation Plan](#)

- 3) Mitigation actions can occur as a single-purpose project undertaken within a limited time frame, as incremental actions over an extended period, or as part of a repair and restoration process following a disaster occurrence. Mitigation actions tend to be policy-oriented, and therefore involve elected officials to formulate local policy and enact appropriate ordinances and regulations that result in effective mitigation measures. Examples of mitigation activities include:
 - a. Adoption of legislation or ordinances.
 - b. Improvement of facilities at risk.
 - c. Identification of hazard-prone areas and development of standards for prohibited or restricted use.
 - d. Development of warning systems and population protection measures.
- 4) Regional Mitigation and Hazardous Materials Plan Update - In order for mitigation efforts to become more fully incorporated into regional planning efforts for the Kansas City Metropolitan area, the responsibility for tracking the Hazard Mitigation Plan update process will be included in the annual work plan for the Metropolitan Emergency Management Committee. The Metropolitan Emergency Managers Committee, a committee coordinated by Mid America Regional Council, serves as a forum for local emergency managers to discuss and resolve regional issues, problems, projects and activities related to all-hazards emergency management.
- 5) The Regional Multi-Hazard Mitigation Plan covering the Missouri counties and individual jurisdictional mitigation plans covering the Kansas counties will be reviewed and evaluated annually or following a disaster to determine the effectiveness of mitigation actions. This review will reflect changes in laws, regulations and/or policies; reprioritize mitigation actions, if necessary, and consider other issues affecting hazard mitigation in the Kansas City metropolitan area.

As part of this mitigation plan update process the Regional Hazardous Materials Emergency Preparedness Plan will also be updated annually to reflect vulnerability and hazard changes occurring in the region. During this coordinated review, mitigation goals and actions for both plans will be reevaluated and updated to reflect current status as appropriate. The annual review process shall include an evaluation of compatibility between the plan's effectiveness for the area. Criteria used to evaluate the plans should include:

- The plans goals and objectives express current and expected risk and vulnerabilities
- The nature, magnitude and/or types of hazardous materials risk are appropriate
- The current resources are coordinated between each plan
- Review any implementation problems between the plans, such as technical, political or legal or there are coordination issues with other agencies
- Update of Tier II, RMP, EHS and spill data used by each plan

H. Training and Exercise:

Training:

- 1) The Mid-America LEPC has an active training subcommittee that meets regularly, establishes a

training budget and maintains a calendar of hazardous materials courses. The subcommittee works with local agencies to ensure their personnel are trained to a level commensurate with their emergency responsibilities. The training offered focuses primarily on the region's hazardous materials teams, but the subcommittee works diligently to provide courses pertinent to smaller local departments and those with volunteer personnel.

- 2) The subcommittee coordinates efforts on a regional level with the Training and Exercise Subcommittee of the Regional Homeland Security Coordinating Committee. Courses from FEMA and the Department of Homeland Security on CBRNE-related courses are offered by this committee. The Committee also works closely with state training partners to ensure duplication is minimized and limited resources are used prudently. The types and number of training courses sponsored by the Mid-America LEPC may vary each year depending on available resources and must be allowable as identified by KDEM/MERC if federal funds are used.
- 3) The LEPC training subcommittee develops an annual work plan that focuses on providing training opportunities on various subjects over the course of the calendar year. The LEPC in conjunction with the Heart of America Fire Chiefs develops the plan for hazardous materials training for the entire region. The Regional Training and Exercise Program calendar of courses is at: <http://www.marc.org/emergency/training/>.
- 4) The training subcommittee promotes training on the National Incident Management System (NIMS) in an effort to support local jurisdictions and community partners in meeting compliance requirements. NIMS training is incorporated on the yearly calendar at the website listed above.
- 5) All hazardous materials training courses sponsored by the Mid-America LEPC comply with the requirements of CFR 1910.120, NFPA 471 and 472, and/or other federal and state training requirements.
- 6) Training partners include:
 - a. Missouri State of Emergency Management Agency (SEMA) <http://training.dps.mo.gov/>
 - b. Kansas Division of Emergency Management http://www.kansastag.gov/kdem_default.asp
 - c. Federal Emergency Management Agency (FEMA) <http://training.fema.gov>
 - d. University of Missouri Fire and Rescue Training Institute www.mufrti.org
 - e. Kansas Fire & Rescue Training Institute <http://www.continuinged.ku.edu/fire/>

Exercise:

- 1) The Mid-America LEPC participates in at least one exercise each year.
 - a. The LEPC meets its annual requirement to exercise this plan and the response to a hazardous materials incident by supporting its member agencies in planning and executing a hazardous materials exercise and/or by hosting its own exercise. It is recognized that local jurisdictions have varying exercise requirements. To maximize limited funding and allow for maximum participation, the LEPC works closely with the Regional Homeland Security Training and Exercise Subcommittee to achieve regional exercise goals and objectives while avoiding duplication of efforts. In the past, the LEPC has worked with local agencies to design, conduct and evaluate large, full-scale exercises that tested regional response plans and capabilities including the hazardous materials teams, SWAT teams, bomb squads and others.
 - b. Exercises supported by the LEPC may be discussion based and/or operational exercises.

Exercises are designed to test applicable local emergency response plans and facility response plans as appropriate. Lessons learned from the after-action reports from these exercises help identify areas of improvement. Additionally, recognizing the benefits of lessons learned from actual incidents, the LEPC provides a forum for operational reviews of real events.

- c. In 2015 the LEPC HazMat-WMD exercise was held at the Kansas Speedway on March 18th through March 20th 2015 located in Wyandotte County Kansas. This multiagency exercise was hosted by the Regional Homeland Security Coordinating Committee (RHSCC) and was primarily funded by the Kansas 73rd Civil Support Team (CST) with support from the Mid-America LEPC. For a complete summary of the exercise see the After Action Report dated June 20th 2015.
- 2) Questions regarding trainings and exercises supported by the Mid-America LEPC should be directed to the Emergency Services Training and Exercise Program Manager, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105 or (816) 474-4240.

VIII. PLAN UPDATING

A. Plan Maintenance

The Mid-America LEPC Plans Subcommittee is responsible for updating and maintaining the *Regional Hazardous Materials Emergency Preparedness Plan*. It will be reviewed and updated at least on an annual basis. Updates will be logged on the Record of Amendments located at the front of this document.

The *Regional Hazardous Materials Emergency Preparedness Plan* will be re-submitted to the Missouri Emergency Response Commission and the Kansas Commission for Emergency Planning and Response each time it is revised. These state agencies will review the plan for consistency with SARA Title III, Section 303 and other plans, and may make recommendations to the Mid-America LEPC as appropriate.

APPENDIX A: Hazard Analysis Maps

See Separate Appendix "A" for Hazard Analysis Maps

APPENDIX B: Evacuation/Shelter-In-Place Selection Criteria

See Separate Appendix "B" for Evacuation/Shelter-in-Place Selection Criteria

APPENDIX C: Additional Guidance for Levels of Hazardous Materials Incidents

See Separate Appendix "C" for Additional Guidance for Levels of Hazardous Materials Incidents

APPENDIX D: Regional Coordination Guide – ESF 10 Oil & Hazardous Materials

See Separate Appendix “D” for Regional Coordination Guide ESF-10
Oil and Hazardous Materials

APPENDIX E: Missouri Tier II Reporting Process

See Separate Appendix “E” for Missouri Tier II Reporting Process

APPENDIX F: Missouri Notification of Release Form

See Separate Appendix “F” for Missouri Notification of Release Form

APPENDIX G: Kansas Tier II Reporting Process

See Separate Appendix “G” for Kansas Tier II Reporting Process

APPENDIX H: Kansas Notification of Release Form “A”

See Separate Appendix “H” for Kansas Notification of Release Form “A”

APPENDIX I: Authorities & References

See Separate Appendix “I” for LEPC Plan’s Authorities and References

APPENDIX J: Extremely Hazardous Substances (EHS) Facilities in the Region

See Separate Appendix “J” for Extremely Hazardous Substances
(EHS) Facilities Located in the Mid-America LEPC Region

APPENDIX K: RMP Facility List by County

See Separate Appendix “K” for Required Mitigation Plan (RMP) Facility List by County

APPENDIX L: ACRONYM LIST & GLOSSARY

See Separate Appendix “L” for Plan Acronym List and Glossary

APPENDIX M: List of Regional Hazardous Materials Clean-up Contractors

See Separate Appendix “M” for List of Regional Hazardous Materials Clean-up Contractors

APPENDIX N: Tier II Companies by Fire Department/District Areas

See Separate Appendix “N” for Tier II Sites by Fire Department/District Areas

APPENDIX O: Regional Pipeline Information

See Separate Appendix “O” for Regional Pipeline Information

APPENDIX P: Missouri River Ports

See Separate Appendix “S” for Missouri River Ports

APPENDIX Q: Plan Distribution List & LEPC Membership

See Separate Appendix “Q” for Plan Distribution List & LEPC Membership

APPENDIX R: References & End Notes

See Separate Appendix “R” for Plan References

APPENDIX S: Section 302 Reporting Form

See Separate Appendix “S” for Required 302 Reporting Form

ⁱ McClatchy DC C. Tate 1/20/14 More oil spilled from trains in 2013 than in previous 4 decades, federal data show (<http://www.mcclatchydc.com/2014/01/20/215143/more-oil-spilled-from-trains-in.html>)

ⁱⁱ Kansas Freight Study
<https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/AccessMgt/projectsandstudies/Section5-Freight.pdf>

ⁱⁱⁱ Missouri Spill Report MERC

^{iv} FlyKCI.com (<http://www.flykci.com/aviationdepartment/cargo/index.htm>)

^v U.S. Department of Transportation, Bureau of Transportation Statistics and U.S. Department of Commerce, Census Bureau, 2007 Commodity Flow Survey, Hazardous Materials (Washington, DC: July 2010)

^{vi} Transportation Statistics Annual Report 2013

^{vii} TRAFFIC INCIDENT MANAGEMENT IN HAZARDOUS MATERIALS SPILLS IN INCIDENT CLEARANCE
<http://ops.fhwa.dot.gov/publications/fhwahop08058/20.htm>

^{viii} North Kansas City School English Language Learners (ELL) <http://www.nkcschools.org/page.cfm?p=1498>

^{ix} Pucher and Renne 2004

^x Morrow 1997

^{xi} Brodie et al. 2006

^{xii} Center of Effective Government – Communities continue to Call for Stronger Protections as Chemical Incidents Rise – Plagakis 2/25/14 <http://www.foreffectivegov.org/communities-continue-call-stronger-protections-chemical-incidents-rise>

^{xiii} Environmental Justice And Health Alliance For Chemical Policy Reform – Who’s in Danger Race, Poverty and Chemical Disasters [Http://comingcleaninc.org/assets/media/images/Reports/Who's%20in%20Danger%20Report%20FINAL.pdf](http://comingcleaninc.org/assets/media/images/Reports/Who's%20in%20Danger%20Report%20FINAL.pdf)



Attachment 4 EPCRA Planning Requirements

Emergency Planning and Community Right to Know (EPCRA) Planning Requirements

The Emergency Planning and Community Right to Know Act (EPCRA) requires that each jurisdiction have an emergency plan that includes all of the following:

- Identification of facilities subject to the EPCRA requirements that are within the emergency planning district; identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances; and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities, such as hospitals or natural gas facilities.
- Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any releases of such substances.
- Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- Procedures providing reliable, effective and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.
- Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.
- A description of emergency equipment and facilities in the community and at each facility in the community subject to EPCRA requirements, and an identification of the persons responsible for such equipment and facilities.
- Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- Training programs, including schedules for training of local emergency response and medical personnel.
- Methods and schedules for exercising the emergency plan.



Attachment 5 Oil and Hazardous Materials Contacts

Sample Public Information for Shelter In-Place

All residents are to stay indoors. The most effective protective action is to reduce airflow into the building. The following instructions should be relayed to the public:

To reduce the possibility of toxic vapors entering your home or place of business:

- Turn off all ventilation systems, including furnaces, air conditioners, fans, and vents.
- Seal all entry routes as efficiently as possible. Close and lock windows and doors. Seal gaps under doors and windows with wet towels and thick tape.
- Seal gaps around air conditioning units, bathroom and kitchen exhaust fans, stove and grill vents, and dryer vents with tape and plastic sheeting.
- Close all fireplace dampers.
- Close as many internal doors as possible.
- If authorities warn of explosion, close all draperies, curtains, and shades; stay away from windows.
- Building superintendents should set all ventilation systems to 100% re-circulation so that no outside air is drawn into the structure.
- If you suspect that gas or other vapors have entered your building, take shallow breaths through a piece of cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced until you are instructed to do otherwise.
- Stay tuned to emergency broadcast for further instructions.
- Do not use phones except to call for immediate emergency help.



Attachment 9 Levels of Response to a Hazardous Materials Incident

Levels of Response to a Hazardous Materials Incident

A. Criteria for Categorization

Hazardous materials incidents are categorized as Level I, II, or III depending on the severity of the incident. The criteria used to determine the level of an incident include:

- The characteristics of the hazardous material.
- The nature of its release.
- The area affected by the hazardous materials incident (e.g., populations, sensitive ecosystems, waterways, transportation routes, etc.).
- The extent of multi-agency and multi-jurisdictional involvement.
- Evacuations, injuries or fatalities.
- The technical expertise and equipment needed to safely mitigate the incident.
- Duration

The determination of incident levels shall be a collective decision between the Incident Commander and the responding hazardous materials team. At the point terrorist activities are suspected in a hazardous materials incident, the incident will be classified as a Level III. Unlike standard Level III response activities, federal involvement and additional activities will be required.

B. Level I

A minor situation within the capabilities of first responders trained at the “operational” level. A Level I incident involves a release, or possible release, of a small amount of gas, liquid or solid of a known (identified) hazardous material. In addition, the agency on-scene has the expertise and proper equipment to safely mitigate the incident.

As a minimum, a command post and an exclusion zone should be established with all incidents. The Emergency Response Guide should be referenced for initial isolation and protective action distances. The incident commander should restrict movement of personnel into the exclusion zone. Only personnel entering for a specific reason and in the proper level of protective equipment should be allowed.

An incident should be immediately upgraded to Level II for a release or potential release of an unknown hazardous material or suspected hazardous material.



Attachment 9 Levels of Response to a Hazardous Materials Incident

Typical Level I incidents include:

- Minor leaks or spills from a 55-gallon drum, cylinders up to one-ton capacity, bags or packages.
- Minor leaks or spills which can be handled with absorbent materials and resources readily available on-site.
- Release of chemicals which do not produce an environment which is immediately dangerous to life and health (IDLH) or above the Lower Explosion Limit (LEL) of a product.
- Containers that are involved in an accident that have no visible damage.
- Chemical releases that have minimal environmental impact that do not require outside resources.
- Leaking valves on containers which do not require the product to be immediately off-loaded.
- Evacuations limited to a single intersection or building.
- No life threatening situation from materials involved.
- Suspicious packages that the threat and substance are considered non-hazardous.

C. Level II

These are incidents that are beyond the capabilities of an agency with jurisdictional responsibility and that require mitigation by a hazardous materials team. This can range from a small incident involving any amount of an unknown substance to a large incident involving multiple agencies and jurisdictions.

A Level II incident should be declared by the Incident Commander and the Initial Response Team if the incident involves a sufficient quantity of gas, liquid or solid of a **known** hazardous substance or any quantity of an **unknown** material that has been released or offers the potential for release.

A Level II incident should be declared for the release of any quantity of a known solid or liquid toxic material in a critical public area or for the release or potential release of any quantity of an **unknown** solid, liquid or gaseous toxic material or suspected toxic material (all gases other than natural gas are considered toxic).

In a Level II incident, a formal and properly identified Command Post with a removed staging area, an Incident Safety Officer, and a Hazardous Materials Sector should be established. Control zones must be established and maintained as early as possible,



Attachment 9 Levels of Response to a Hazardous Materials Incident

and evaluated and monitored throughout the incident. Localized evacuation may need to be implemented and outside agencies should be notified.

Typical Level II incidents include:

- One or more 55-gallon drums, one-ton cylinders, nurse tanks, totes, portable containers that are leaking considerable amounts of a known substance.
- A major, liquefied gas leak due to puncture, crack or crease of a large tank where ignition sources are a real threat.
- Leaking containers, tank trucks or railroad tank cars with a hazardous material on board whose structural integrity is in question.
- Train derailments involving railroad tank cars filled with hazardous materials with leaks that can be controlled by local hazardous materials teams.
- A vehicle or train fire involving hazardous materials or hazardous wastes that pose a serious threat of a boiling liquid expanding vapor explosion (BLEVE).
- Incidents involving a fatality or serious injury attributed to the hazardous substance.
- Evacuations consisting of an apartment complex, city block or large facility with many employees.
- Chemical releases that pose a moderate threat to the environment that requires state agency involvement.
- Suspicious package that has an unknown material but due to location is considered a credible threat. When the substance is identified and declared a WMD agent, the incident should be upgraded to a Level III incident. Incidents that involved non- hazardous substances should be downgraded to a Level I incident.

D. Level III

This includes any incident beyond the capabilities of the hazardous materials team and local resources. The incident may be quite lengthy in duration and may necessitate large- scale evacuations. It is likely a Level III incident will involve multiple agencies and jurisdictions, as well as resources from the private sector (including chemical manufacturers) and voluntary organizations.

Examples of Level III incidents include:

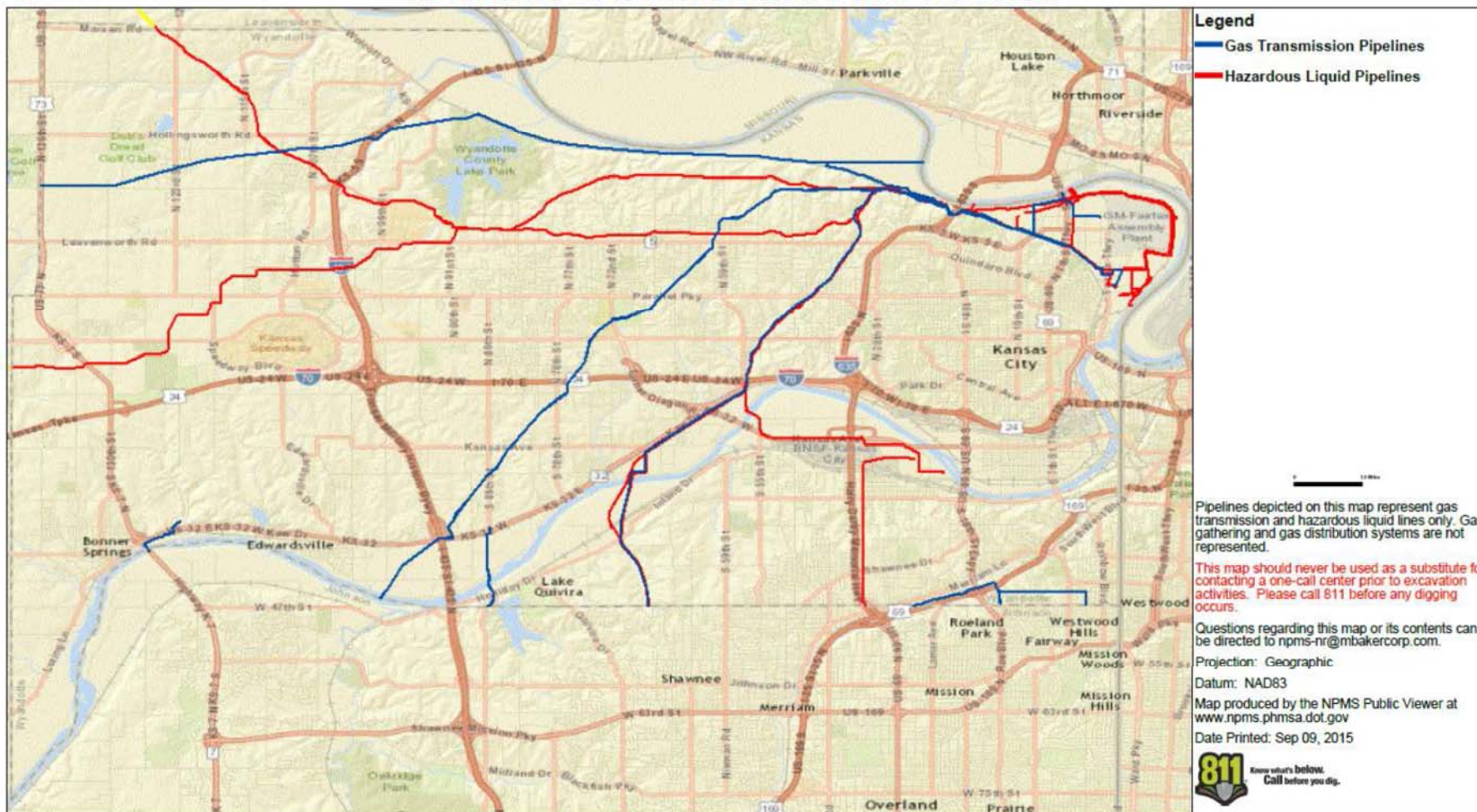
- Large releases from tank cars, tank trucks, stationary tanks or multiple medium containers.



Attachment 9 Levels of Response to a Hazardous Materials Incident

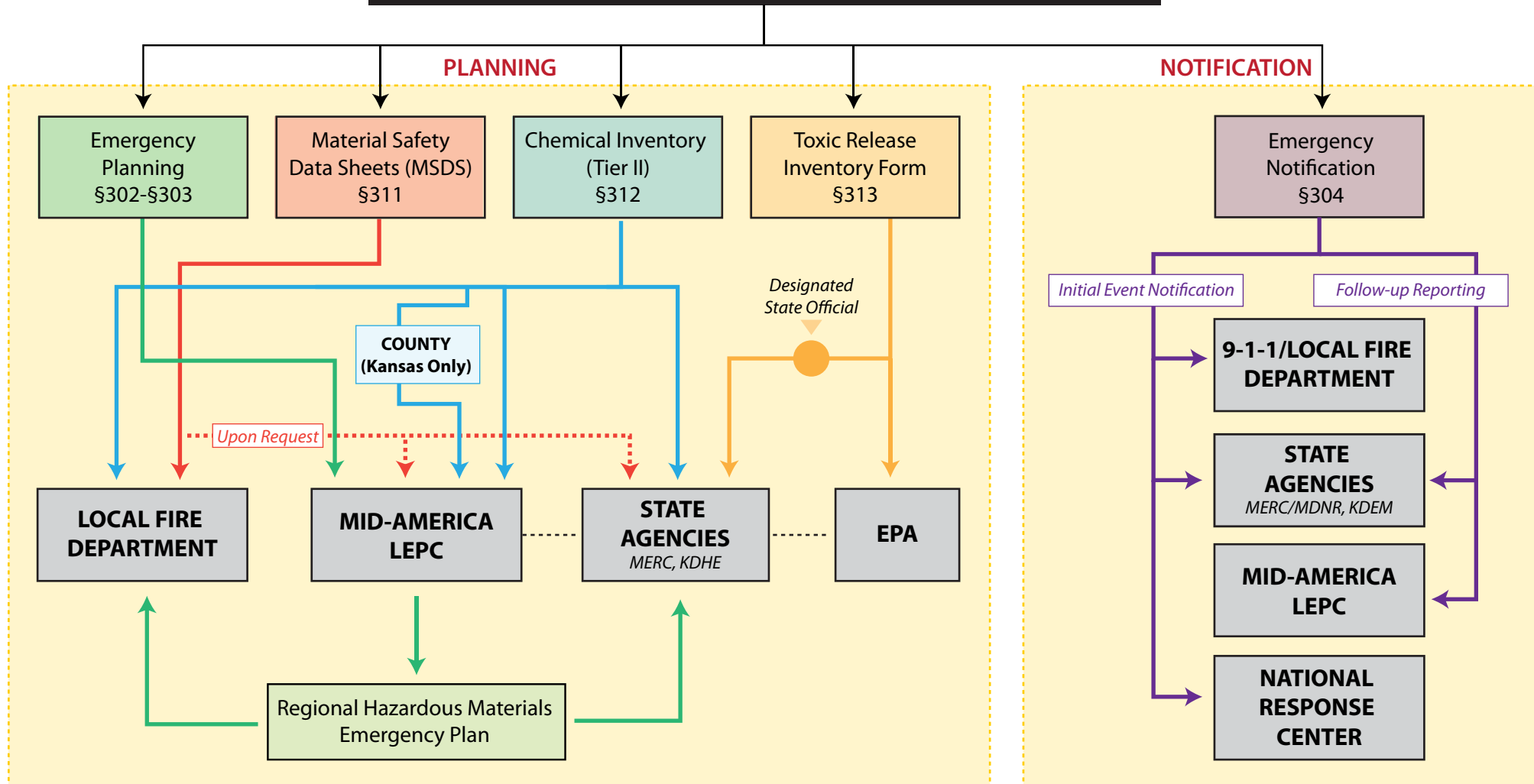
- Incidents involving large-scale evacuations that may extend beyond jurisdictional boundaries.
- Any spill, leak or fire involving hazardous materials that has gone to greater alarms.
- Any incident beyond local capabilities and resources (including the hazardous materials team) to safely identify, contain and mitigate.
- Train derailments involving railroad tank cars containing hazardous materials that require specialized resources to mitigate.
- Major leaks of compressed or liquefied gas cargo tanks or railroad tank cars caused by puncture or major structural damage.
- Suspicious packages that due to location, identification of material as WMD agent, or verbal threat that requires state and federal resources.
- Large-scale or catastrophic releases of hazardous materials (e.g., radiation, biological agents) that would likely include a Stafford Act ESF-10 activation.

NATIONAL PIPELINE MAPPING SYSTEM



**EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)
MAJOR INFORMATION FLOW/REQUIREMENTS**

FACILITIES HOUSING HAZARDOUS MATERIALS



EPCRA Section 302 requires facilities to notify state and local authorities of any extremely hazardous substances on site in excess of the threshold planning quantity.

EPCRA Section 303 requires facilities to designate a facility coordinator and develop emergency response plans for accidental chemical releases.

EPCRA Section 304 requires facilities where an hazardous substance is released in excess of the reportable quantity to report the event to proper authorities as soon as possible.

EPCRA Section 311 requires facilities to have Material Safety Data Sheets for chemicals held in amounts that exceed certain quantities.

EPCRA Section 312 requires facilities to submit Tier II reports with details about quantities and storage of specific chemicals to state and local authorities each year.

EPCRA Section 313 requires facilities to report annually on the release of certain toxic chemicals into air, land, water or transfer of these chemicals to waste treatment/disposal facilities.



2017 Emergency Response Operations Plan

ESF 10—Oil and Hazardous Materials

Attachment 9 Evacuation routes

Zone	Counties	Square Miles	Population	Pop. Density	# without vehicles	Regional Evacuation Routes
1	Platte Co.	427	89,314	209.14	3,028	North: I-29, US-71, MO-45 East: I-29, I-435, US-71, MO-92, MO-152 South: I-435, I-635, West: MO-92
2	Clay Co.	407.77	221,939	544.26	9,426	North: I-35, US-69, US-169 East: MO-10, MO-210 South: I-35, I-435, US-169, MO-291 West: I-29, I-435, US-69, MO-92, MO-152
3	Ray Co.	573.9	23,491	40.93	1,211	North: MO-13 East: MO-10 South: MO-13 West: MO-10, MO-210
4	Jackson Co. (northeast section)	355.59	308,185	866.68	14,097	North: I-435, MO-291 East: I-70, US-24 South: US-50, US-71, MO-7 West: I-70, US-24, US-40, US-50
5	Jackson Co. (southern section), Cass Co. (northern)	358.19	303,801	848.15	22,293	North: I-435, US-71, MO-7, MO-291 East: US-50, MO-58 South: US-71, MO-7, MO-291 West: I-435, MO-150
6	Cass Co. (southern section)	565.15	38,366	67.89	1,288	North: US-71, MO-7, MO-291 East: MO-2, MO-7, MO-58 South: US-71, West: MO-2
7	Miami Co.	590.64	32,790	55.52	1,002	North: US-69, US-169, KS-7 East: KS-68 South: US-69, KS-7 West: US-169, KS-68
8	Johnson Co. (western)	232.14	136,165	584.53	3,747	North: I-35, KS-7 East: KS-10 South: I-35, KS-7 West: US-56, KS-10
9	Johnson Co., Wyandotte Co. (eastern)	155	302,407	1951.01	11,183	North: I-35, I-635, US-69, US-169 East: I-435, US-56 South: US-69 West: I-435, US-169



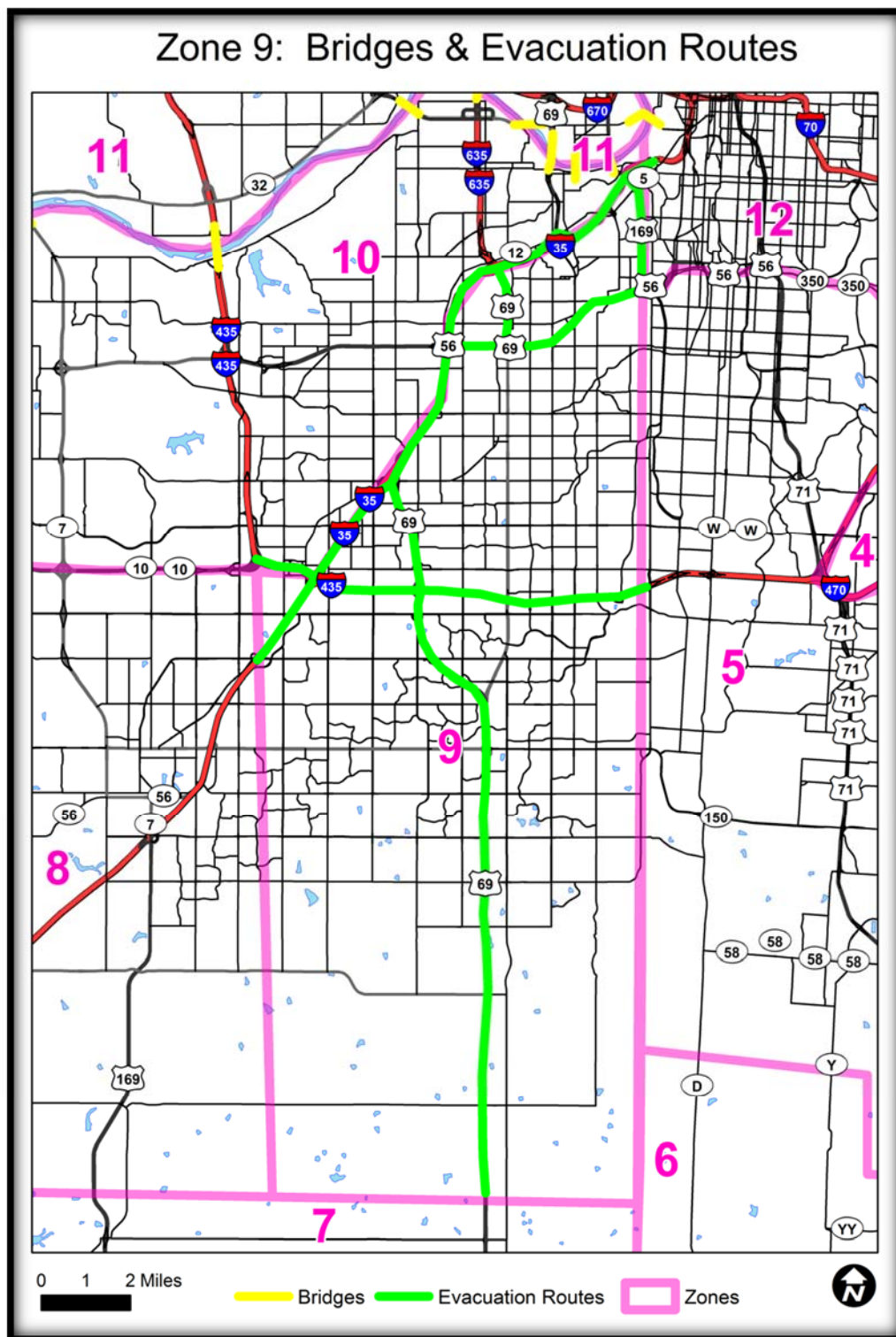
2017 Emergency Response Operations Plan

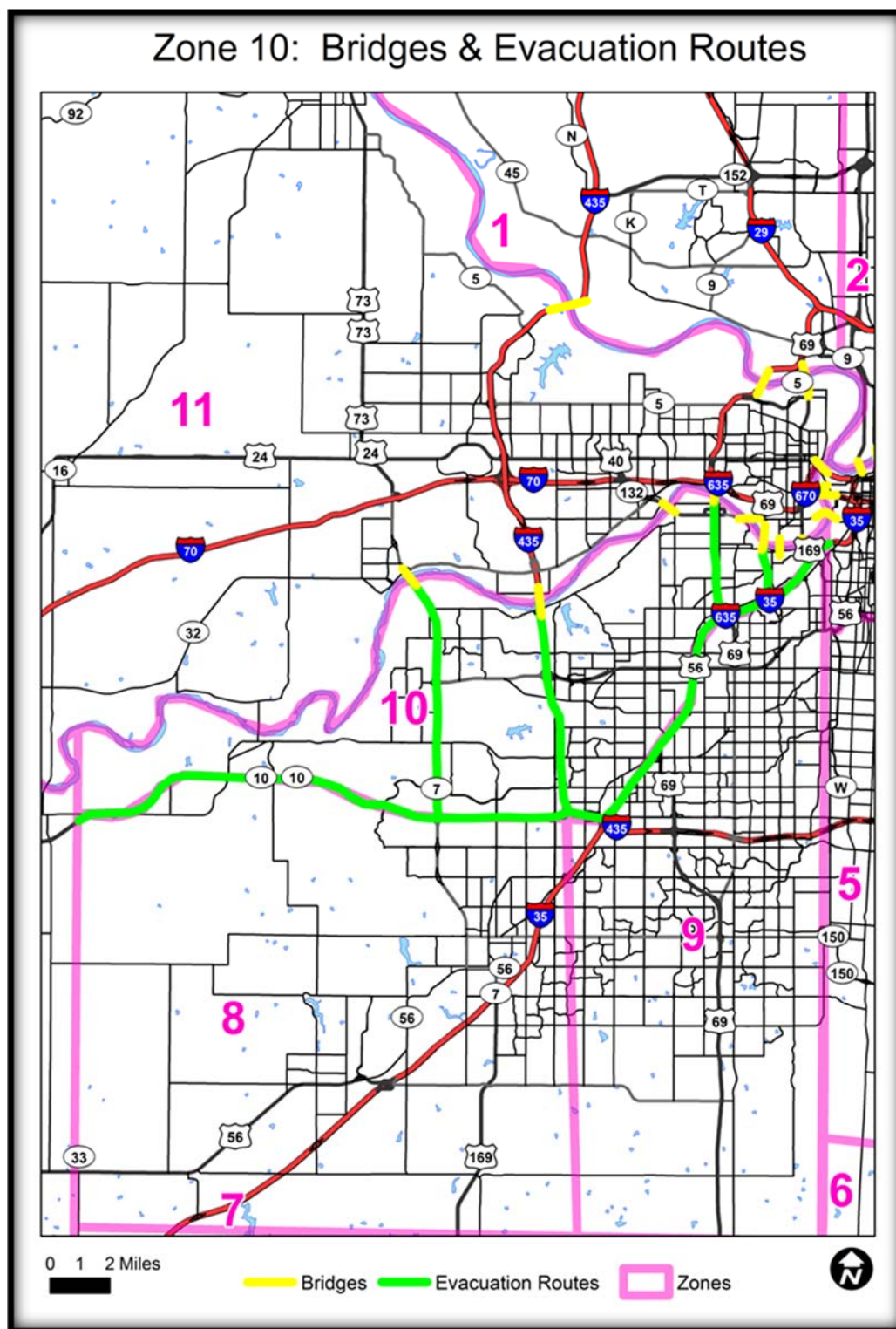
ESF 10—Oil and Hazardous Materials

Attachment 9 Evacuation routes

Zone	Counties	Square Miles	Population	Pop. Density	# without vehicles	Regional Evacuation Routes
10	Johnson Co. (northern), Wyandotte Co. (southeastern)	116.8	142,952	1223.52	5,057	North: I-35, I-435, I-635, US-69, KS-7 East: I-435 South: I-35, US-69, KS-7 West: KS-10
11	Leavenworth Co., Wyandotte Co. (northern)	600	196,387	327.38	13,414	North: US-73 East: I-70, I-435, I-635, I-670, US-24, US-40, KS-92 South: I-435, I-635, KS-7 West: I-70, US-24, US-40, KS-16, KS-92, KS-192
12	Jackson Co. (northwest section)	40.38	123,247	3051.94	25,159	North: I-35, I-435, US-169, MO-9 East: I-70, US-24, US-40 South: I-435, US-71 West: I-35, I-70, I-670, US-56

Attachment 9 Evacuation routes



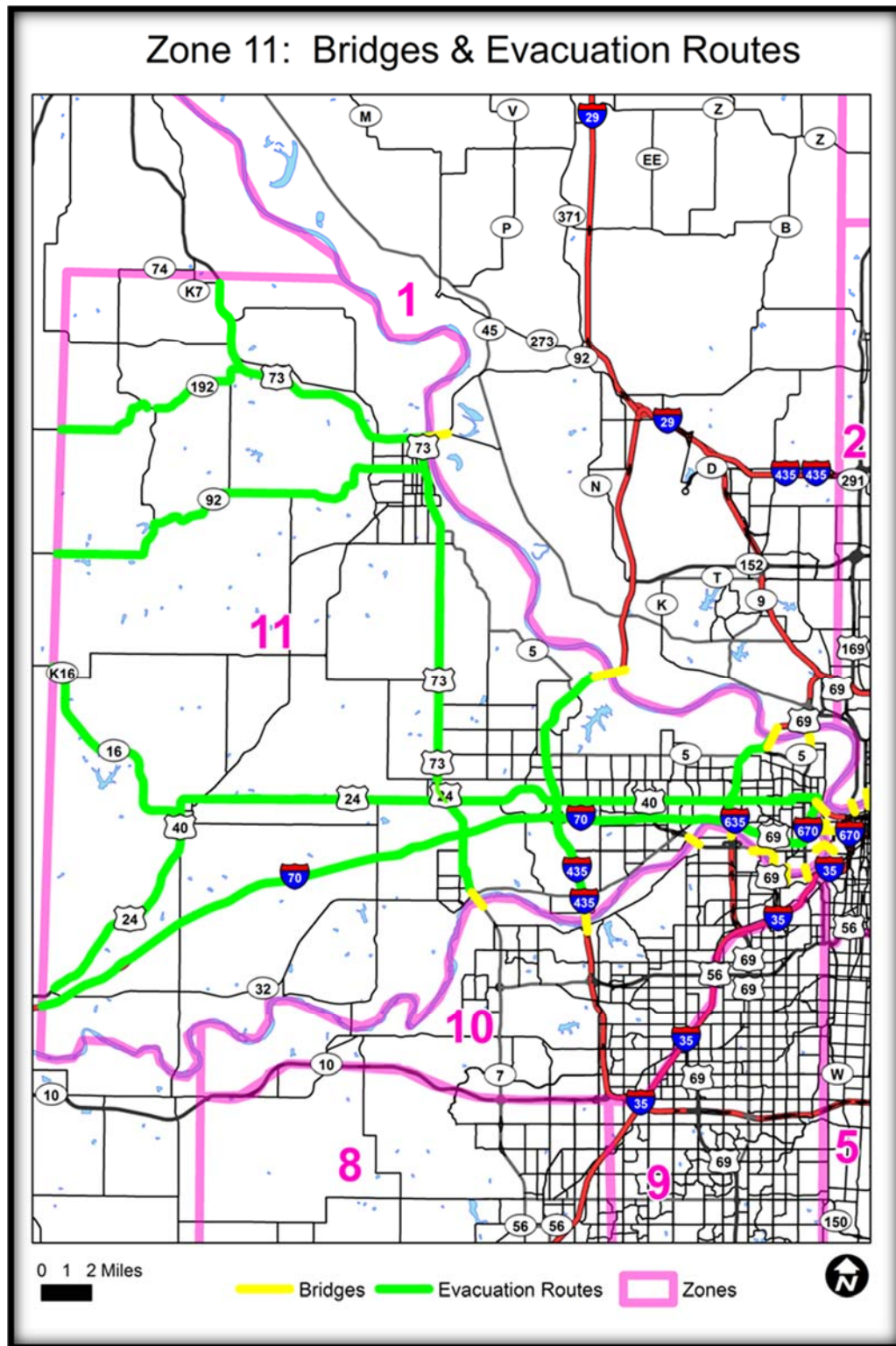




2017 Emergency
Response
Operations Plan

ESF 10—Oil and Hazardous Materials

Attachment 9 Evacuation routes

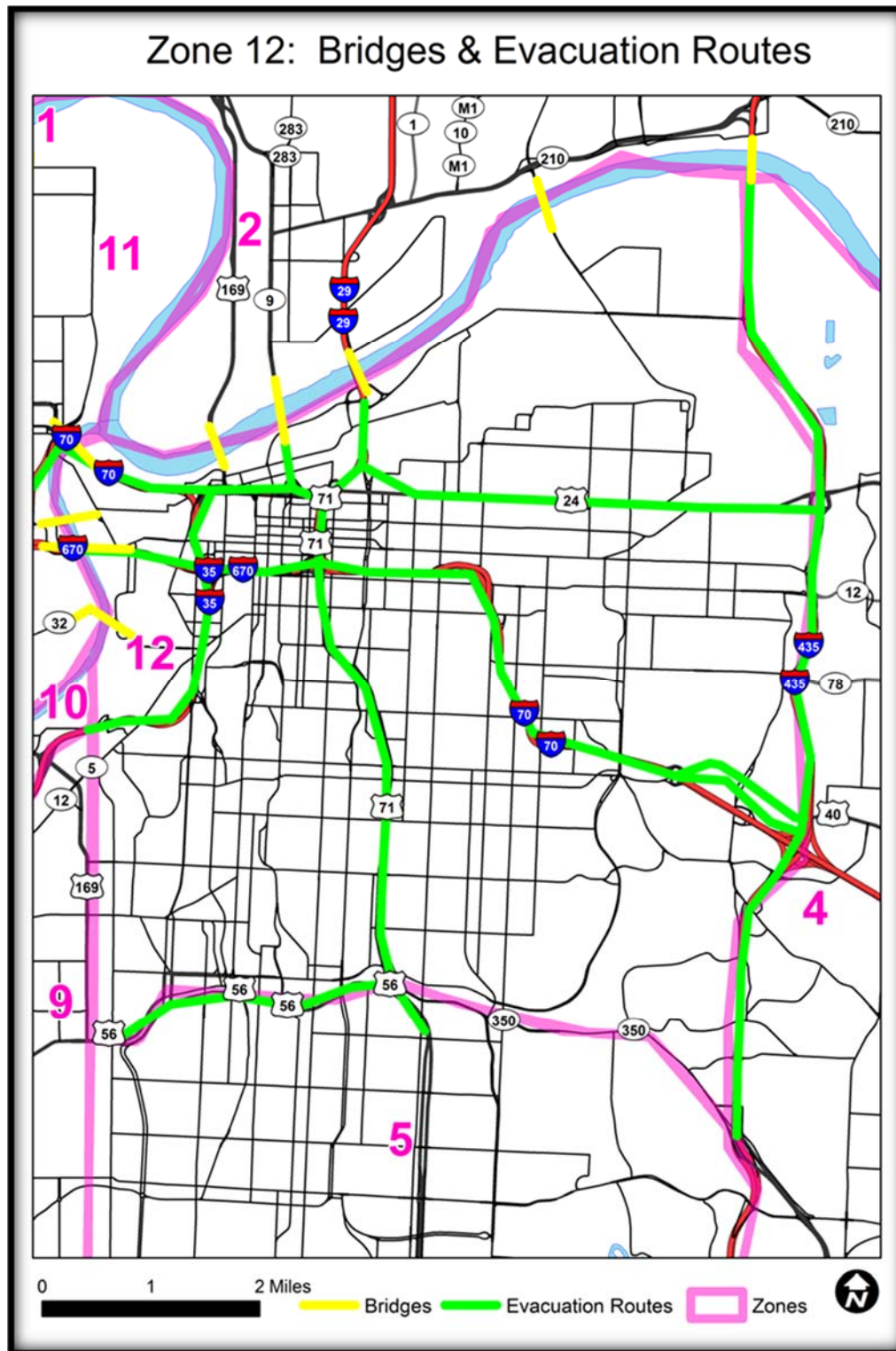




2017 Emergency
Response
Operations Plan

ESF 10—Oil and Hazardous Materials

Attachment 9 Evacuation routes





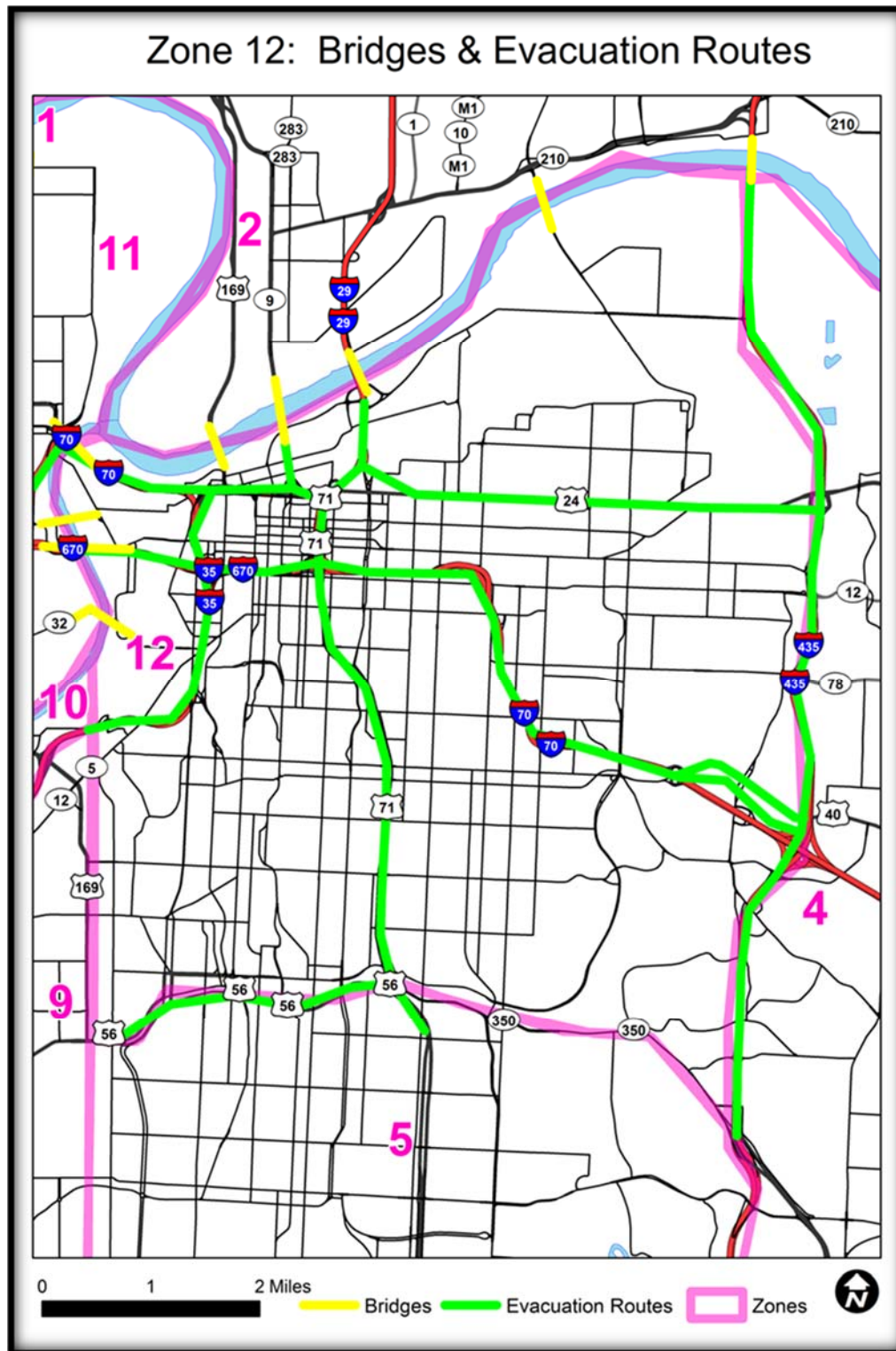
**2017 Emergency
Response
Operations Plan**

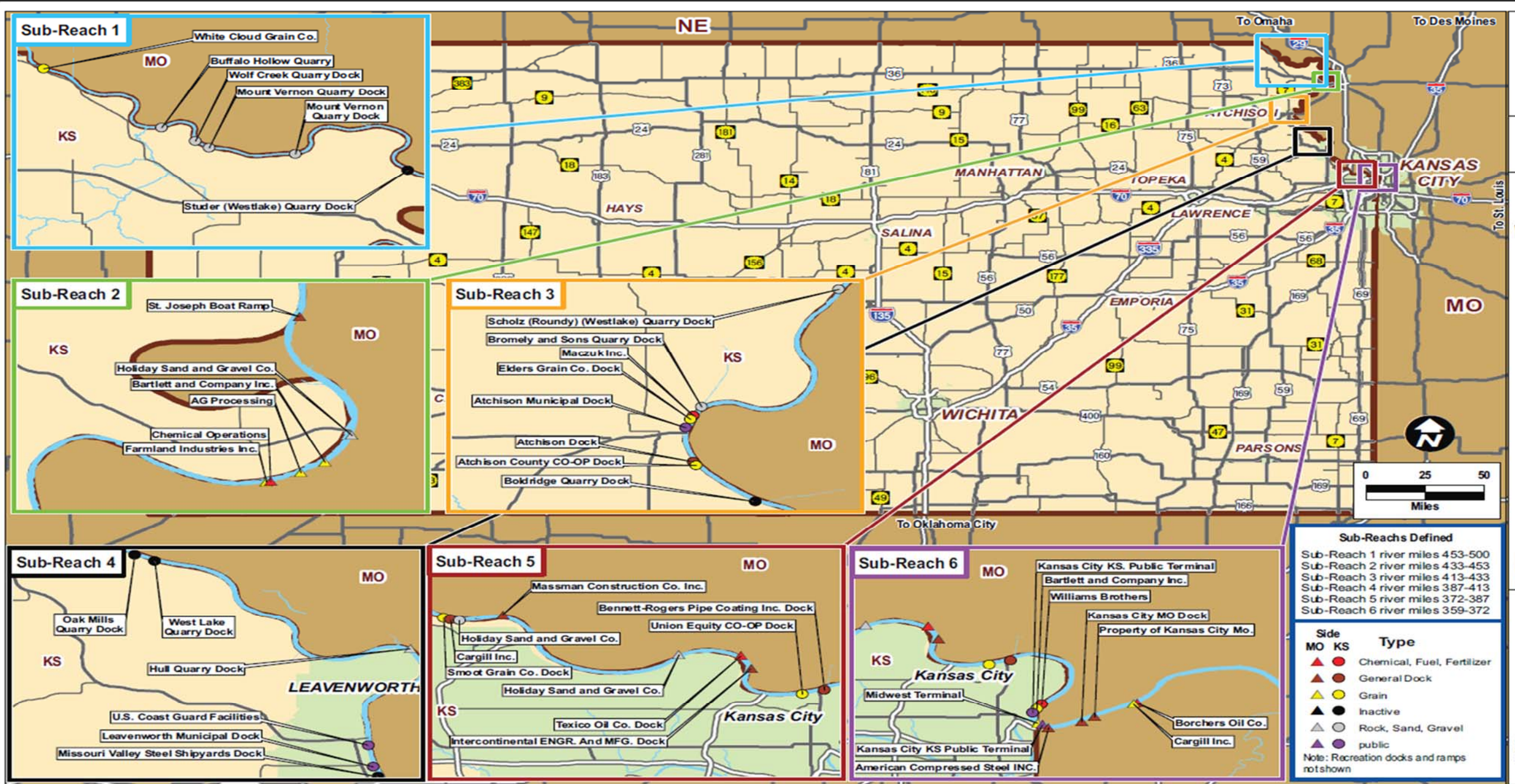
ESF 10—Oil and Hazardous Materials

Attachment 9 Evacuation routes



Attachment 9 Evacuation routes





Public and Private Ports/Piers on the Missouri River (2008) Source: USACE Missouri River Division.

Name of Facility	Facility Use	Type of Facility	State	County	Town	River Mile Marker	Bank Location	USAC Navigation Chart Number
Iatan Power plant Water Intake	Intake	Private	Missouri	Platte		411.2	Left	61
Weston Bend State Park	Recreation Area	Public	Missouri	Platte	Weston	403.1	Left	63
Hull Quarry Dock	Rock	Public	Missouri	Platte	Weston	403.0	Left	63
Leavenworth Park and Access Boat Ramp	Recreation Area	Public	Kansas	Leavenworth	Leavenworth	397.5	Right	64
Leavenworth Water Company Intake	Intake	Private	Kansas	Leavenworth	Leavenworth	397.4	Right	64
U.S. Coastguard Facilities	Transfer of government materials and dock	Private	Kansas	Leavenworth	Leavenworth	397.3	Right	64
Small Boat Ramp and Dock	Leavenworth boat club	Public	Kansas	Leavenworth	Leavenworth	396.2	Right	64
Leavenworth Municipal Dock	Dock with derrick, grain conveyor	Private	Kansas	Leavenworth	Leavenworth	396.1	Right	64
Missouri Valley Steel Shipyards Dock	Inactive	Private	Kansas	Leavenworth	Leavenworth	395.6	Right	65
Smoot Grain Co. Dock	Grain loading dock	Private	Kansas	Leavenworth	Wolcott	386.5	Right	66
Cargill Inc.	Molasses unloading dock	Private	Kansas	Leavenworth	Wolcott	386.4	Right	66
Ergon Wolcott	Asphalt unloading	Private	Kansas	Wyandotte	Wolcott	386.4	Right	66
Holiday Sand and Gravel Co.	Sand and gravel unloading dock	Private	Kansas	Leavenworth	Wolcott	386.2	Right	66
Massman Construction Co. Inc.	Construction materials and rock loading dock	Private	Missouri	Platte	Parkville	385.0	Left	66
Johnson County Water Dist No.1 Intake	Intake	Private	Kansas	Wyandotte		379.8	Right	68
Nearman Bottoms Power Plant Intake	Intake	Private	Kansas	Wyandotte		378.6	Right	68
Mid-Continent Asphalt and Paving Co. Intake	Sand and gravel unloading dock	Private	Missouri	Platte	Parkville	378.3	Left	68

Name of Facility	Facility Use	Type of Facility	State	County	Town	River Mile Marker	Bank Location	USAC Navigation Chart Number
English Landing Recreation Park	Recreation area	Private	Missouri	Platte	Parkville	377.4	Left	68
Texaco Oil Co. Dock	Bulk petroleum storage	Private	Missouri	Platte	Parkville	376.3	Left	68
Intercontinental ENGR. And MFG. Dock	Loading and unloading dock	Private	Missouri	Platte	Parkville	375.6	Left	68
Intercon	Loading & Unloading Dock	Private	Missouri	Clay	Kansas City	375.5	Left	68
Kansas City KS Water Co. Intake	Intake	Private	Kansas	Wyandotte	Kansas City	373.6	Right	69
Kansas City KS Power and Light Co. Intake	Intake	Private	Kansas	Wyandotte	Kansas City	373.5	Right	69
Union Equity CO-OP Dock	Grain loading dock	Private	Kansas	Wyandotte	Kansas City	373.0	Right	69
Bennett-Rogers Pipe Coating Inc. Dock	Bulk and liquid unloading dock	Private	Kansas	Wyandotte	Kansas City	372.4	Right	69
Holiday Sand & Gravel	Sand & Gravel Unloading Dock	Private	Missouri	Clay	Riverside	371.8	Left	69
Kansas City Mo Water Dept. Intake	Intake	Private	Missouri	Clay	Kansas City	370.5	Left	69
Williams Brothers	Liquid fertilizer solutions unloading dock	Private	Kansas	Wyandotte	Kansas City	368.2	Right	70
Bartlett and Company Inc.	Grain loading dock	Private	Kansas	Wyandotte	Kansas City	367.7	Right	70
Kansas City KS. Public Terminal	Loading and unloading dock	Private	Kansas	Wyandotte	Kansas City	367.7	Right	70
Midwest Terminal	Grain loading dock and warehouse	Private	Missouri	Jackson	Kansas City	367.1	Right	70
Kansas City MO Port of Kansas City	Loading and unloading dock	Public	Missouri	Jackson	Kansas City	367.1	Right	70
American Compressed Steel INC.	Scrap steel loading dock	Private	Missouri	Jackson	Kansas City	366.9	Right	70
Kansas City Dock	Warehouse dock platform	Private	Missouri	Jackson	Kansas City	365.9	Right	70

Name of Facility	Facility Use	Type of Facility	State	County	Town	River Mile Marker	Bank Location	USAC Navigation Chart Number
Property of Kansas City MO.	Loading dock	Private	Missouri	Jackson	Kansas City	365.4	Right	70
K.C. Power and Light Co. Intake	Intake	Private	Missouri	Jackson	Kansas City	365.3	Right	70
Name of Facility	Facility Use	Type of Facility	State	County	Town	River Mile Marker	Bank Location	USAC Navigation Chart Number
Cargill Inc.	Grain loading dock	Private	Missouri	Jackson	Kansas City	364.2	Right	70
Borchers Oil Co.	Fuel dock	Private	Missouri	Jackson	Kansas City	364.1	Right	70
Bartlett and Company, Inc. (KCT)	Grain Loading Dock	Private	Missouri	Clay	Randolph	361.0	Left	69
Brenntag MidSouth	Asphalt Unloading Dock	Private	Missouri	Clay	Kansas City	360.6	Left	69
Holliday Sand and Gravel Co.	Sand and gravel unloading dock	Private	Missouri	Clay	Randolph	360.1	Left	69
LaFarge Corp.	Cement loading dock	Private	Missouri	Jackson	Sugar Creek	354.8	Right	68



MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE

BYLAWS

Reviewed & Approved May 12, 2016

BYLAWS FOR THE MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE

WHEREAS, the Superfund Amendments and Reauthorization Act of 1986 (SARA) was enacted by Congress into law on October 17, 1986, and contains Title III; The Emergency Planning and Community Right-to-Know Act of 1986; and

WHEREAS, Title III establishes requirements that federal, state and local governments and Industry must implement regarding emergency planning and community right-to-know reporting on hazardous and toxic chemicals; and

WHEREAS, pursuant to Title III, the Missouri State Emergency Response Commission designated the Mid-America Local Emergency Planning Committee as the Local Emergency Planning Committee for Kansas City, Missouri, and Cass, Clay, Jackson, Platte and Ray counties following their request for the Mid-America Local Emergency Planning Committee to support those communities in meeting the Title III requirements; and

WHEREAS, the designation of the Mid-America Local Emergency Planning Committee by the Missouri State Emergency Response Commission allows for additional jurisdictions to participate, with representation from each participating community and with stakeholder interests including elected officials, law enforcement, fire service, emergency medical, emergency management, public health, environmental, hospital, transportation, industry representatives of facilities subject to the SARA requirements, community groups and the media; and

WHEREAS, this Committee has been named the Mid-America Local Emergency Planning Committee (hereinafter cited as "the Committee"); and

WHEREAS, the Kansas Counties of Johnson, Wyandotte and Leavenworth have been accepted as members of the Mid-America Local Emergency Planning Committee, following their request to become part of the regional effort to reduce risks from hazardous materials events, through coordinated planning and training and education; and

WHEREAS, the task of the Committee, formed under the auspices of the Mid-America Regional Council, is to establish rules, give public notice of its activities, establish procedures for handling public requests for information, and develop an emergency operations plan for events related to hazardous materials.

THEREFORE, the Committee has adopted the following bylaws:

ARTICLE I - SCOPE

Section 1. Name of the Committee. The name of the Committee shall be the "Mid-America Local Emergency Planning Committee".

- a) **Section 2. Status of Committee.** The Committee shall operate under the auspices of the Mid-America Regional Council (MARC) as a governmental entity pursuant to and in strict accordance with all applicable laws, regulations, guidelines and ordinances. The

committee may enter into agreements with other governmental entities, advisory boards, committees or councils to develop and maintain the plan. MARC will provide professional planning, coordination and administrative support to the Committee.

Section 3. Mailing Address and Telephone Number. The official mailing address and telephone number of the Committee shall be:

Mid-America Local Emergency Planning Committee
c/o Mid-America Regional Council
600 Broadway, 200 Rivergate Center
Kansas City, Missouri 64105-1659
(816) 474-4240

ARTICLE II - MEMBERSHIP

Section 1. Members. Title III requires the members of the Committee consist of representatives of the following groups: elected state and local officials, law enforcement, emergency management, fire service, emergency medical, health, local environmentalists, hospital, transportation, media, community groups and owners and operators of facilities subject to the requirements of Title III. The Committee shall have representation from both Missouri and Kansas. Missouri members must be recommended to and appointed by the Missouri State Emergency Response Commission. Kansas members must be nominated by their respective Emergency Management Coordinator and appointed by the CEPR (Commission on Emergency Planning and Response). All LEPC members must have access to e-mail and are responsible for notifying MARC of e-mail changes.

Section 2. Term of Membership. All members shall serve for a two year term from the date of appointment by the appropriate State Emergency Response Commission (MERC or CEPR) and may be reappointed for successive terms. Polling of the membership concerning tenure and review of appointments shall take place during the annual meeting. Past Chairs that serve their terms will be allowed to retain a vote as long as they remain active after their term as Chair ends.

Section 3. Attendance at Meetings. All members or their designees are required to attend at least fifty percent (50%) of all full meetings of the Committee held in any twelve (12) month period unless excused for cause by the Chairperson. Attendance at LEPC subcommittees may be used to meet membership requirements. A Committee member will be excused from a meeting for good cause and upon notification to the Chairperson, Vice Chairperson or their designee.

Section 4. Expulsion. Annually in April, if according to the attendance records of the Committee, a member has not attended at least fifty percent (50%) of all meetings of the Committee in any twelve (12) consecutive month period, except for excused absences, that member may be removed from membership upon recommendation by the Chairperson.

Section 5. Alternate Representatives. Committee members may elect to formally identify in writing to the LEPC an alternate member for their position on the Committee. The alternate representative may take part in the Committee discussions on behalf of the missing member and shall be allowed to vote on any matters before the Committee. The alternate representative's attendance shall be counted as a present member when it is determined whether a quorum is in attendance or as attendance

for the member of the Committee for whom the representative is attending.

Section 6. Filling Vacancies and Adding New Members. Should vacancies representing Missouri interests occur on the Committee, they may be filled by persons recommended to the State Emergency Response Commission by the Committee and appointed by the State Emergency Response Commission. Vacancies filled by persons representing Kansas counties may be filled by persons recommended by the appropriate Kansas County. Vacancies which occur on the Committee do not have to be filled unless, because of the vacancy, the Committee will no longer meet any relevant local, state or federal requirements. Should it be deemed necessary to add new members to the Committee, the procedure shall be the same as for filling vacancies.

ARTICLE III - OFFICERS

Section 1. Officers. The officers of the Committee shall be the Chairperson, First Vice Chair, and Second Vice Chair.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Committee, be responsible for preserving order and decorum and submit recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Committee. Except as otherwise authorized by these bylaws or by resolution of the Committee, the Chairperson shall sign or delegate to the First Vice Chairperson the authority to sign all official documents of the Committee. The Chairperson shall ensure an agenda of each Committee meeting is sent to members and interested parties as provided by Article V, Section 5.

Section 3. First Vice Chairperson. The First Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the First Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Committee shall elect a new Chairperson. The First Vice Chairperson shall have the authority to sign official documents of the Committee or to establish fees to be collected by the Committee pursuant to authority delegated by the Chairperson and as outlined in the agreement with the counties represented. The First Vice Chair will serve as a Chair of one of the subcommittees. The First Vice-Chairperson shall ensure information gathered by the Committee or Mid-America Regional Council LEPC staff is submitted pursuant to requirements established by the Committee and is properly stored and maintained at the address provided in Article I, Section 3. The First Vice Chairperson shall ensure accurate summaries of the meetings of the Committee are kept and distributed in the manner prescribed by Article V, Section 8.

Section 4. Second Vice Chair –In the absence of the Chairperson or First Vice Chairperson, the Second Vice Chairperson shall perform the duties and exercise the powers of the Chair. The LEPC Second Vice Chair will be an active member of the Plans subcommittee and may serve as Chair of a subcommittee.

Section 5. Information Coordinator - MARC will designate a member of its staff, with concurrence from the Committee, to serve as the Information Coordinator for the LEPC. The Coordinator in consultation with the LEPC chair and impacted jurisdiction shall process requests from the public for information under Section 324 (Right to Know) including Tier II information under section 312. The Information Coordinator shall be a non-voting member of all committees of the LEPC.

Section 6. Additional Duties. The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee or by the laws, bylaws or rules and regulations governing the Committee.

Section 7. Elections. The officers shall be elected to serve for three one (1) year terms and may serve additional terms if elected by the LEPC. The person elected to the Second Vice Chairperson position will serve in that capacity for the first term, then move to the First Vice Chair position and will serve as Chairperson during the third one-year term.

The Nominating Committee shall be comprised of the outgoing LEPC Chair and current Vice-Chairpersons and active past chairs. The Nominating Committee will identify candidates in September of each year to be considered by the Committee for election as officers at the January meeting of the Committee.

Section 8. Vacancies. Should the office of Chairperson or First or Second Vice-Chairperson become vacant, the Committee shall elect a successor from the Committee membership for the unexpired portion of the term within 90 days of the occurrence of the vacancy.

ARTICLE IV - SUBCOMMITTEES

Section 1. Appointment of Subcommittees. The Chairperson or the First Vice Chairperson in the absence of the Chairperson may from time to time appoint subcommittees composed of members of the Committee to study and report on matters relevant to the Committee.

ARTICLE V - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Committee shall be the first meeting held after January 1 of each year at a time and location designated in the "Notice of Annual Meeting" mailed, e-mailed or delivered to each Committee member at least seven (7) days before such meeting. The nomination and election of officers shall take place at the annual meeting. Those who may vote and run for office are those persons who have been nominated from the Committee membership.

Section 2. Regular Meetings. Regular meetings of the Committee shall be held at a minimum on a quarterly basis. At least seven days' notice of the meeting shall be provided to all Committee members by e-mail. The written notice of the meeting may also be emailed with the agenda for the meeting. The public shall be informed of meeting dates, times and locations by legal postings. In unusual circumstances when neither the Chair nor First or Second Vice Chair is able to preside at a regular meeting, the Information Coordinator of the Mid-America Regional Council may conduct the meeting at the Committee officers' direction.

Section 3: Review of significant Hazardous Materials Incidents. In the event a significant incident occurs in the LEPC service area, a review and discussion of the incident shall be conducted by the Committee at its next regular meeting within 60 days or at a special meeting.

Section 4. Special Meetings. The Chairperson of the Committee may, when it is deemed expedient, and shall, upon written request of at least two members of the Committee, call a meeting of the Committee for the purpose of transacting any business of the Committee. The purpose of the meeting

shall be set forth in the call of the meeting and the call of the meeting may be e- mailed at least two (2) days prior to such meeting.

Section 5. Agenda for Committee Meetings. An agenda of each Committee meeting shall be electronically distributed to each Committee member, his or her designee, and other interested parties prior to each Committee meeting.

Section 6. Manner of Conducting Meetings. No standard rules of procedure shall be required unless adopted by the Committee. The meetings shall be conducted with order and decorum. The Committee shall follow the procedure determined appropriate by the Chairperson of the Committee, which may include the following:

1. No person shall speak unless first recognized by the Chairperson.
2. Debate on a matter may be closed by a motion and second to bring the matter to a vote.
3. Any member of the Committee may make or second a motion.

Section 7. Summaries of Committee Meetings. Summaries of all meetings of the Committee shall be prepared and maintained by the MARC staff. Summaries shall include, but not be limited to, a record of all votes of the committee, a record of attendance at Committee meetings and a brief summary of Committee discussions. The summaries of each meeting shall be mailed electronically to each Committee member at least one week prior to the date of the next meeting.

Section 8. Quorum. The powers of the Committee shall be vested in the Committee. Thirty (30) percent of total members shall constitute a quorum.

Section 9. Manner of Voting. The voting on all questions coming before the Committee shall be by verbal “yes” or “no”, or by a show of hands, unless action is taken for a roll call vote on a particular matter. A simple majority is required to pass. The Chair only votes in the case of a tie. If an issue is time sensitive a vote may be taken electronically of the Membership.

Section 10. Participation by Members of the Public. Members of the public are encouraged to attend meetings of the Committee. An opportunity will be provided at each meeting for members of the public to address the Committee on matters related to local hazardous material emergency preparedness. A member of the public who desires to address the Committee may mail a written notice of intent or email a request to appear to the Chairperson at the address found in Article I, Section 3 or to the designated MARC staff Information Coordinator. Members of the public requesting the opportunity to speak to the Committee will then sign in with the First or Second Vice Chairperson at the time and place of the meeting before the meeting begins. Members of the public who appear at the meeting and wish to address the Committee will be allowed to do so without a prior written notice of intent to appear; however, they will be required to wait until after any members of the public who have provided written notice have spoken. Members of the public are also encouraged to provide written opinions and information to the Committee at the address found in Article I, Section 3. Members of the public include, but are not limited to, citizens, industry representatives, experts, expert witnesses and government entity representatives.

ARTICLE VI - ADMINISTRATION

Section 1. Annual Budget. An annual budget shall be adopted and approved by the Committee. A projected budget for the upcoming fiscal year shall be provided to the Committee by the Mid-America Regional Council staff in conjunction with the annual LEPC application for CEPF/HMEP funds.

Section 2. Monies and Appropriations. The Mid-America Regional Council may receive and disburse public and private funds on behalf of the Committee for the purpose of implementing the Emergency Planning and Community Right-to-Know Act of 1986 in the LEPC service area. Such monies shall be deposited and managed in accordance with the standard procedures of the Mid-America Regional Council. All disbursements over \$1,500 or not in accordance with the annually approved budget will require prior authorization by the Chairperson by category or specific item. Periodic financial reports will be made to the Committee.

Section 3. Fees. Reasonable fees may be collected for information provided or services rendered by the Committee. The fees collected shall be as established or recommended by local, state or federal law, regulation, guideline or ordinance. In the absence of a recommended or required fee, the fee shall be determined by the Chairperson based on the cost of providing the service or data.

Section 4. Professional Services to Support the Committee. The Missouri counties that are members of the Committee have designated the Mid-America Regional Council to provide administrative and professional planning services. The Kansas counties that are members of the Committee agree to recognize the Mid-America Regional Council as the designated organization to provide administrative and professional planning services on behalf of the Committee. If required by the Kansas agency providing grant funds to Kansas counties for LEPC activities, the Committee will document the justification for the selection of MARC for the designated administrative and professional planning services. The Chairperson or Vice-Chairpersons may participate in any interview process necessary to fill personnel positions determined as necessary by MARC to support the Committee. The Committee will compensate MARC for such professional services as agreed to with adoption of the annual Committee budget.

Section 5. Adoption of A Hazardous Materials Emergency Operations Plan. The Committee must adopt and maintain a plan for hazardous materials incidents that

- b) Identifies facilities containing, and major transportation routes for, extremely hazardous substances;
- c) Includes emergency response procedures;
- d) Designates a management system to implement the plan and encourage private sector facility representatives to participate in the process;
- e) Establish emergency notification procedures;
- f) Develop methods for identifying the occurrence of a release, the area and population potentially affected and the potential toxic effects of the exposure;
- g) Describe public and private sector technical and hardware resources for hazardous material emergency response and identify methods of acquisition during an emergency;
- h) Include direction to where possible source reference information of local hazardous materials companies, facilities or businesses, rail systems or governmental emergency operations plans exist that contain basic evacuation plans and routes;
- i) Include public notification procedures;
- j) Provide procedures for responding to public requests for information;
- k) Assist members in providing public education outreach regarding emergency response

- process, options an evacuation plans;
- l) Develop and describe a system for providing hazardous material response training and exercises and provide a schedule of these activities;

The committee must provide the opportunity for members of the public to provide information and to comment on the plan;

ARTICLE VII - AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Committee may be amended by an affirmative vote of fifty-one percent (51%) of the members of the Committee who are present at the meeting during which the voting takes place. Amendments to the Bylaws will be sent out in advance and read at one meeting and voted on at the next meeting.

Section 2. Filing of Bylaws and Amendments to Bylaws. A copy of the bylaws and any amendments to the bylaws shall be kept on file by the Mid-America Regional Council and may be provided by MARC to any public entity or private citizen who requests a copy. A copy of the Bylaws shall be provided to the Missouri Emergency Response Commission and the Kansas Commission on Emergency Planning and Response.

ADOPTED BY THE MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE, this May 12, 2016.

Mr. Les Boatright, Chairperson



Chief Eddie Saffell, First Vice
Chairperson





Staff Request for Commission Action

Tracking No. 171208

Full Commission Meeting Date:

Committee: Public Works & Safety

Date of Standing Committee Action: 7/24/17

(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>
07/11/2017	Matt May	x6337	mmay@wycokck.org	Emergency Management

Item Description:

Background: The County is required by State statute (KSA 48-928(d)) and has adopted local resolution (R-47-12) to maintain a County Emergency Operations Plan (CEOP). The State requires that it be reviewed for minor updates annually as well as to perform a major review and revision every 5 years. As the plan is broken into sections based on the 15 Emergency Support Functions, the Emergency Management Department has recently reviewed and updated the ESF 10 - Emergency Management section of the plan. We present this proposed revision to this body for awareness and consideration for adoption.

Action Requested:

Recommended Action: Submit to the County Administrator for signature.

Alternate Action: Move forward for consideration by the Commission

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

ESF 5 w Attachments



Wyandotte County, Kansas Emergency Operations Plan

ESF 5 Emergency Management

Coordinating Agency: Wyandotte County Emergency Management

Primary Agencies: City of Bonner Springs
City of Edwardsville
Unified Government Office of the County Administrator
Unified Government Department of Technical Services

Support Agencies: Kansas Division of Emergency Management
Unified Government Building and Logistics Division
Unified Government Legal

Other Agencies: Federal Emergency Management Agency – Incident Management Assistance Team

Coordinating Agency: Unified Government Emergency Management Department

Primary Agencies: Board of Public Utilities
Bonner Springs EMS Department
Bonner Springs Fire Department
Bonner Springs Police Department
Bonner Springs Public Works Department
City of Bonner Springs
City of Edwardsville
Edwardsville Fire Department
Edwardsville Police Department
Edwardsville Public Works Department
KCKFD EMS Division
KCK Fire Department
KCK Police Department
KCK Police Department Public Safety Communications Unit

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Primary Agencies Contd.

- Unified Government County Clerk's Office
- Unified Government Facilities Management
- Unified Government Finance Department
- Unified Government Geospatial Services Division
- Unified Government Human Resources Department
- Unified Government Mayor/CEO's Office
- Unified Government Neighborhood Resource Center
- Unified Government Office of the County Administrator
- Unified Government Public Health Department
- Unified Government Public Works Department
- Unified Government Purchasing Department
- Unified Government Technology Department
- Unified Government Transit Department
- Wyandotte County Sheriff's Office

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Support Agencies:

American Red Cross
Bonner Springs/Edwardsville School District 204
Federal Emergency Management Agency
Heart of America International Code Council
Kansas City Kansas Community College
Kansas City Kansas School District 500
Kansas Division of Emergency Management
National Weather Service
Piper School District 203
Private Sector
Private Utility Companies
Providence Medical Center
The Salvation Army
Turner School District 202
Unified Government 3-1-1 Call Center
University of Kansas Medical Center & Hospital
Volunteer Organizations Active in Disasters

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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.

1.21.1 Purpose

The purpose of the ESF-5 Emergency Management Annex is to establish how emergency management activities will be coordinated to meet the needs generated by disasters affecting Wyandotte County.

These activities include, but are not limited to:

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- Notification and updating of staff and elected officials
- Emergency decision making and the local declaration process
- Requesting State and Federal assistance
- Overall coordination of mutual aid, regional, state, and federal support
- Information management including collection, analysis and dissemination
- Issuing situation reports, bulletins and advisories
- Decision making and information dissemination
- Overall coordination of EOC functions

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

ESF 5 serves two primary purposes:

- 0) Command, Control and Coordination—ESF 5 is responsible for the overall organization and procedures used for coordinating disaster response and recovery activities. ESF 5 addresses:
 - Emergency Operations Center (EOC) activation, configuration, management and staffing;
 - Interface with the EOC and the WebEOC;
 - The local emergency declaration process;
 - Requesting State and Federal assistance;

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- Overall coordination of mutual aid and regional operations.

1) Information Management—ESF 5 is responsible for overall management of disaster related information to allow for timely decision making and information dissemination. ESF 5 addresses:

- Information collection and database creation and management;
- Information analysis and dissemination;
- Issuing situation reports, bulletins and advisories;
- Notification and updating of staff and elected officials;
- Science and technology support GIS mapping, modeling;
- Incident Action Plans and resource tracking.

1.201.2 Scope

This annex identifies the key policies, concepts of operations, capabilities, roles and responsibilities associated with Emergency Management in Wyandotte County. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations primary agencies. ESF-5 Emergency Management applies to all individuals, agencies and organizations that may be involved in Emergency Management required to support disaster response and recovery operations in Wyandotte County.

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This ESF 5 Annex includes information that addresses:

- Concept of operations including command, control and notification;
- 1) the four phases of emergency management; 2) stakeholders including those with functional and access needs and children; 3) incident assessment, support, coordination, decision making and resource management;
- Coordinate with Incident Command; support, coordination, decision making and resource management; 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

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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 County Emergency Operations Plan (CEOP); and
- Responsibilities of agencies that support ESF 5 activities.

Roles of

These activities include, but are not limited to:

- Emergency Operations Center (EOC) activation, configuration, management operation and staffing;
 - Notification and updating of staff and elected officials;
 - Emergency decision making and the local declaration process;
 - Requesting State and Federal assistance;
 - Overall coordination of mutual aid, regional, state, and federal support;
 - Information management including collection, analysis and dissemination, and;
 - Issuing situation reports, bulletins and advisories both internal and external stakeholders.
- Decision making and information dissemination
Overall coordination of EOC functions

County and City agencies, as well as volunteer and private organizations with assigned responsibilities.

1.2.1.3 Policies/Authorities

The following local, regional, state and federal authorities apply to this ESF 5 Annex.

Local

- Unified Government Continuity of Operations Plan;

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- 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~~^{codified} through Resolution No. R-57-~~11~~¹¹ passed September 15, 2011. (Supp. No. 10).

Regional

- ~~Incident Management Plan~~;
- Regional Coordination Guide for ESF 5.

State

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- Kansas Statutes Annotated (KSA), 48-9a01, ~~Emergency~~ Management Assistance Compact;
- KSA 48-904 through 48-958: as amended, State and County Emergency Management;
- State of Kansas Response Plan, 2017⁴.

Federal

- Title II of the Americans with Disabilities Act;
- National Response Framework;
- Homeland Security Presidential Directive – 5: Management of Domestic Incident;
- Homeland Security Presidential Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101;
- Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308.

2 CONCEPT OF OPERATIONS

~~2.1~~—This section provides a ~~summary of narrative description summarizing~~ the Concept of Operations for the following ESF 5 activities: 1) ~~General~~ Command, Control, and Notifications, 2) ~~Incident Assessment~~ 3) ~~Information Management~~, 2) ~~Incident~~

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[Assessment 4](#)) /Declarations, [53](#)) Incident Command, ~~and~~ [64](#)) Emergency Operations Center, [and 7](#)) EOC Organization and Staffing.

~~*2.1 The narrative portions of this section provide summarized overviews for the topics listed above. Section 12.6 provides additional operational details by listing specific actions to be accomplished in each phase of Emergency Management for ESF 5. Then Section 3 provides the detailed actions organized by agency detailing their ESF 5 responsibilities in a consolidated format.*~~

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2.3 General (Command, Control, and Notification)

a. Wyandotte County Emergency Management always maintains a state of readiness, which includes the ability to:

- Monitor developing situations;
- Collect, coordinate and share information with key stakeholders;
- Coordinate requests for assistance;
- Facilitate the process of declaring a state of local disaster emergency;
- Coordinate emergency public information and warning;
- Activate the outdoor warning sirens;
- Maintain readiness. Activate and support the County EOC;
- Facilitate access to state and federal resources to support local response and recovery operations.

Wyandotte County Emergency Management is the Coordinating Agency for ESF 5. The EOC Coordinator is responsible for contacting ESF 5 primary and support agencies as well as providing briefings and direction for initiation of emergency management activities in support of emergency operations.

When a determination is made to activate the EOC, ESF 5 will be activated by default. The Emergency Management Director (or their designee), in consultation with the County Administrator, and Emergency Management staff will then determine which additional Emergency Support Functions are required for activation in support of emergency operations. The Emergency Management Director will contact the designated Coordinating Agency of the activated ESFs and who will then request representatives of their respective ESFs to report to the EOC and attend an initial briefing. EOC.

Wyandotte County Emergency Management is the Coordinating Agency for ESF 5. and The EOC Coordinator is responsible for contacting ESF 5 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.

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To the extent possible, all tactical and operational decisions are will be made in the field within an ICS/NIMS structure. ~~While policy and event-response objectives will be developed by the Policy Group to be implemented in the field, and eCoordination and support functions will be accomplished initiated from by the Wyandotte County Emergency Operations Center Responders (EOCR).~~ ~~ESF 5 operations will be coordinated from the EOC.~~ The Wyandotte County Emergency Management Department is responsible for liaison roles with the Kansas Division of Emergency Management as well as adjacent county Emergency Management Officials. ~~The primary role of the EOCR is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization's decision-makers, and The EOCR will then facilitate the coordination of resources required to address the response objectives developed to meet the needs generated by disaster.~~

The County EOCR will be organized, staffed and managed using an organizational structure complementary to the field ICS ~~NIMS~~ structure as depicted in Attachment ~~4-14.14.2.~~ This organizational structure integrates the Emergency Support Functions within the general ICS/NIMS structure.

INSERT A NEW GRAPH TO COVER THE EOC SETUP AND NOT STRICT NIMS STURCTURE

Wyandotte County Emergency Management is responsible for liaison roles with the Kansas Division of Emergency Management as well as adjacent county Emergency Management Officials.

2.2 Incident Assessment

ESF 5 has the responsibility to provide all decision makers with timely relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

The Emergency Management Duty Officer continually monitors weather and information sources for incidents or situations that may impact Wyandotte County, ~~or the response efforts.~~ Once ESF 5 becomes aware of an emergency situation that could, or has the potential to, ~~activated,~~ the EOC, ~~actions they will to~~ gather essential information and assess the immediate risks ~~will begin.~~ This information will come from field units, the Incident Command Post, the Public Safety Communications Center, media reports, radio, ~~and voice or data~~ electronic communications.

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The situation may dictate a Level II EOC activation which involves active monitoring of the incident or potential incident. Section 2.8 describes EOC activation levels. Initial incident assessment information is disseminated via email, the Everbridge notification system and/or ~~data-electronic~~ or voice communications.

The Data and Technology Coordinator will ensure that assessment information is disseminated to make protective action decisions and establish response priorities.

2.3 Additional information on ICS/NIMS is included in Attachment 4.2.

~~When it is determined that an event requires the activation of the EOC, ESF 5 will be activated by default. The Emergency Management Director, in consultation with the County Administrator, and Emergency Management staff will then determine which additional Emergency Support Functions are required for activation in support of emergency operations. The Emergency Management Director will contact the designated Coordinating Agency of those activated ESFs and request representatives to report to the EOC and attend an initial briefing regarding the situation.~~

~~Once activated, the ESF 5 Coordinator is responsible for contacting ESF 5 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.~~

2.3.4 Information Management

~~The Emergency Operation Center Responders (EOCR) will be critical for supporting decision making in the disaster response and recovery process. The collection and organization of the status of the incident status, situation information and the evaluation, analysis and display of that information for use by the will be developed by the Emergency Operation Center (EOCR) for the Policy Group. will be critical for decision making in the disaster response and recovery process.~~ Participating agencies, including Coordinators of other activated ESFs will provide information to the Data and Technology Coordinator as required using paper forms or via WebEOC to develop a variety of reports including but not limited to:

- Rapid damage assessment;

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- Detailed damage assessment;
- Situation **assessment** (both immediate and ongoing);
- Resource availability;
- Pending requests;
- Personnel status; ~~and~~;
- Sequence of events **and**;
- **Current operational environment**.

There will be an immediate and continuous demand for information on which decisions ~~may~~**will** be made involving the conduct of response and recovery actions. In the early stages of an incident little information will be **available**.

The ~~receipt~~**collection**, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.

~~Initial information from the~~ The EOC is equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. ~~The methods for communication~~**se method** consist primarily, ~~and consists primarily of~~ wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), ~~using a variety of applications such as~~ ~~and~~ Web-EOC, Genetec, GR III weather radar, NWS Chat and others.

Field response agencies will be aware of the EOC's information requirements and include procedures to maintain open lines of communication. The Incident Commander(s) will ensure that the EOC is kept current on all pertinent activities at the scene(s). Initially, emergency information will be relayed from the field to the EOC primarily from the Wyandotte County Center. The Incident Command Post(s) and other field elements may also communicate directly with the EOC staff via radio and cellular telephone. In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Information may also come from a variety of other sources including but not limited to:

- **Field units**;
- Private sector;

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- Mass Media;
- Citizens;
- Other jurisdictions, and;
- State and Federal government agencies.

~~Wyandotte County The Emergency Management, Department, as Coordinating Agency for ESF 5, will be responsible for overall management of the collection, processing, and dissemination of information to and from the EOC. Participating agencies, including Coordinators of other activated ESFs will provide information to the Data and Technology Coordinator as required using paper forms or via WebEOC to develop a variety of reports including but not limited to:~~

- ~~• Rapid damage assessment~~
- ~~• Detailed damage assessment~~
- ~~• Situation (both immediate and ongoing)~~
- ~~• Resource availability~~
- ~~• Pending requests~~
- ~~• Personnel status~~
- ~~• Sequence of events~~

~~ESF 5 is has the overall responsibility to for ensure ensuring that information is that the information is communicated effectively to and from field operations, support agencies, public officials, and other stakeholders.~~

~~Wyandotte County and m Municipal elected and appointed officials not present in the EOC will be notified and provided with situation reports and briefings by telephone, or through regularly scheduled in-person briefings or various other means including but not limited to WebEOC and email. The frequency and detail of this information will be dictated by the event.~~

~~As the preferred method to coordinate emergency operations information among response agencies, Emergency Management agencies, and the State of Kansas, Web-EOC will be used to create situational awareness and develop a common operating picture. The following methods will be used to accomplish this task:~~

- Route and track messages and their status;



- Make, fill and track resource requests;
- Provide data to support requests for State and/or Federal assistance;
- Assist with resource management;
- ~~Serve as a tool for action planning;~~
- Generate situation and ~~event~~progress reports, and;
- Interface with the Geographic Information System (GIS).

~~The info in yellow appears to be more of an SOP/SOG~~
EOCR staff will respond to information requests using message forms or electronically using WebEOC. Once a message has been acted on, the results will be entered by the applicable EOCR staff into the WebEOC (or written on the message form). -The EOCR Data and Technology Coordinator will also use Wyandotte County's Geographic Information System (GIS) capabilities to collect, analyze and share information. -The EOCR will request staff support from the GIS department to support EOCR decision-making and field operations with maps and computer modeling programs.

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Periodic briefings will be conducted ~~in by~~ the EOCR to ensure all participating organizations are aware of critical information, as well as EOC information management and reporting requirements. -Pertinent information will be displayed in the EOC either electronically or using ~~a wallboard other methods~~ to assist the EOCR staff with coordination, decision-making and planning. Depending on the event, displayed information may include maps, situation reports, event logs, damage reports, resource requests and specific ESF activities.

~~Wyandotte County and Municipal elected and appointed officials not present in the EOC~~
~~will be notified and provided with situation reports and briefings by telephone, or through regularly scheduled in-person briefings. The frequency and detail of this information will be dictated by the event.~~

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~~As the preferred method to coordinate emergency operations information among response agencies, Emergency Management agencies, and the State of Kansas, Web EOC will be used to:~~

- ~~Route and track messages and their status~~
- ~~Provide data to support requests for State and/or Federal assistance~~
- ~~Assist with resource management~~

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- Serve as a tool for action planning
- Generate situation and event reports
- Interface with the Geographic Information System (GIS)

EOC staff will respond to information using message forms or electronically using WebEOC. Once a message has been acted on, the results will be entered by the applicable EOC staff into the WebEOC (or written on the message form). The EOC Data and Technology Coordinator will also use Wyandotte County's Geographic Information System (GIS) capabilities to support EOC decision-making and field operations with maps and computer modeling programs.

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Incident Assessment/Declarations

2.3

Incident Assessment

ESF 14 The Unified Government Neighborhood Resource Center will coordinate all incident assessments for emergency events. The types of assessments that may be completed include:

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- Initial Assessment Windshield
- Rapid Disaster Assessment
- Follow-up Assessment
- Post-disaster Assessment
- Post-Disaster Planning

The Data and Technology Coordinator will ensure that assessment information is disseminated/shared to make protective action decisions and establish response priorities. See ESF 14 for additional details regarding Incident Assessment.

2.4 Declarations

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 of Bonner Springs and/or Edwardsville of the need to declare a local emergency in their community. A Local sample Emergency Declaration is included as Attachment 4.44-54.4.

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A local declaration should be made when Since assistance from other jurisdictions and levels of government may take some time, it is important that local declarations be completed in a timely manner. local resources/capabilities are exhausted or overwhelmed, or it appears that it is imminent that the local resources will be exhausted or overwhelmed. With this in mind, a local declaration will be made when it appears an event is approaching major disaster proportion overwhelming to local resources./ capabilities.

Proactive Emergency Declarations will:

- Allow Wyandotte County to stay ahead request additional resources in anticipation of need as the result of a developing situation.
- Save time in the hiring of personnel and/or calling personnel back outside their normal work schedule.
- Lend a sense of urgency when Facilitates requesting mutual aid, State and/or Federal assistance.
- Allow suspension or alterations of purchasing and contracting rules to expedite delivery of goods and services.
- Allow for the timely activation of mutual aid and disaster related contracts agreements Plan Bulldozer, providing life and property saving services from area construction companies.
- Allow Wyandotte County to receive State and Federal assistance that may not be provided without a local declaration.

If at any point during a developing emergency, Wyandotte County officials determine the situation. If a disaster or emergency requires resources beyond local and mutual aid capabilities, including those obtained through mutual aid, resources assistance may be requested from Kansas Division of Emergency Management (KDEM). State assistance will be provided if it is available and if it is deemed appropriate by the Governor. If local and State resources are inadequate, KDEM can request certain resources, on behalf of Wyandotte County from the Governor may request Federal assistance from the Department of Homeland Security/ Federal Emergency Management Agency (DHS/FEMA) as illustrated in Attachment 4.34.44.5. The Emergency Management Director, or designee, will serve as a liaison with KDEM and DHS/FEMA for coordinating State and Federal assistance.

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In some instances, local government may request immediate assistance from Federal agencies, such as the Environmental Protection Agency for hazardous materials incidents, or the Corps of Engineers for flood events. These resources will be requested through the EOC and/or Emergency Management Department.

~~The Emergency Management Director, or designee, will serve as a liaison with KDEM and DHS/FEMA for coordinating State and Federal assistance.~~

Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of Wyandotte County. ESF 5 will carefully monitor the status of the emergency and will coordinate with ESF 14 to determine future effects that may result from the emergency that will need to be addressed in long term community recovery efforts.

2.42.5 Incident Command

The National Incident Management System (NIMS) establishes standardized incident management processes, protocols, and procedures that all responders will use to coordinate and conduct response actions. When responders use common language and the same standardized procedures, they will all share a common focus and will be able to place full emphasis on incident management when an emergency or disaster occurs.

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The first response agency to arrive at the scene will assume initial Incident Command (IC) and institute the ICS structure. An Incident Command Post (ICP) will be established when appropriate. NIMS established the Incident Command System (ICS) as an incident management methodology with five functional areas (command, operations, planning, logistics, and finance/administration) for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of Unified Command has been universally incorporated into NIMS. Unified Command coordinates the efforts of multiple jurisdictions and/or response disciplines and provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

ICS is utilized to coordinate emergency response and recovery operations at the disaster scene(s). The first response agency to arrive at the scene will assume initial

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Incident Command (IC) and institute the ICS structure. An Incident Command Post (ICP) will be established when appropriate.

If it becomes apparent that additional support and coordination will be necessary for the incident, the ~~IC~~ Incident Commander (IC) may request the Emergency Management Director-Duty Officer to activate the EOC. -The ICP will maintain open communications and close coordination with the EOCR at all times. ~~Voice c~~Communication between the ICP and the EOCR will occur through radio communications, cellular communications, and landlines when available. Other forms of communication can also be used such as texting, email or WebEOC. The Wyandotte County Communications Center will also serve to ~~provide~~ relay communications from the IC in the field to the EOC.

The Incident Commander will coordinate with ESF 7 to direct unaffiliated and affiliated volunteers that arrive at the scene to an established Volunteer Reception Center. ~~_~~This is described in greater detail in the ESF 7 annex.

In some situations, with an agreement between the Incident Commander and the EOC Manager-Director, an EOC liaison may be sent to the Incident Command Post.

CONFIRM THAT ESF 7 HAS THIS ASSIGNMENT IN IT. THE VRC WILL BE MANAGED BY CERT

2.52.6 Emergency Operations Center

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

Once notified, the Emergency Management Director, or designee, will activate the EOCR and notify the appropriate EOCR staff. -The County Administrator will serve as the EOCR ~~Manager-Director~~ and the Emergency Management Director or designee will serve as the EOCR Coordinator providing support to the EOCR ~~Director~~Manager. Attachment ~~4.14.14.2~~ provides an organization chart depicting the EOCR structure and Attachment 4.3 provides a diagram of the EOC layout.

~~The EOC will be established to support field operations and promote the integration of all response and recovery operations as follows:~~

- ~~• Situation assessment;~~
- ~~• Interagency coordination;~~

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- ~~Priority establishment, and;~~
- ~~Resource management and augmentation.~~

2.5.12.7 ***EOC Organization and Staffing***

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above under Concept of Operations. The organization and staffing of the EOC~~R~~ will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any ~~emergency situation~~ emergency. ~~The~~ EOC will be staffed and equipped to:

- Collect, record, analyze, display and distribute information;
- Support activities at the scene and in the field;
- Coordinate public information and warning;
- Prioritize and coordinate disaster related activities;
- Conduct liaison and coordination activities with external entities;
- Notify and provide ongoing information to elected officials;
- Coordinate long term recovery operations; ~~and;~~
- Prepare action and policy plans ~~and;~~
- Develop recommended objectives for senior leadership.

~~There are adequate resources locally or regionally, to staff the EOC for multiple 24 hour periods. In large, complex or escalating events, the need for 24 hour staffing will be addressed at the time of activation and scheduled accordingly. In catastrophic incidents, an Incident Management Team will be requested through the Kansas City Metro Region or Kansas Division of Emergency Management.~~

The following are the Command and General Staff EOC~~R~~ positions that will be filled during most EOC activations. ~~Note that during smaller EOC activations, an individual may fill more than one position.~~ ~~During~~ large or complex events, teams of people may be needed to fill each position.

~~There are adequate resources locally or regionally, to staff the EOC for multiple 24 hour periods. In large, complex or escalating events, the need for 24 hour staffing will be addressed at the time of activation and scheduled accordingly. In catastrophic incidents,~~

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~~an Incident Management Team will be requested through the Kansas City Metro Region or Kansas Division of Emergency Management.~~

EOC Manager/Director: -The County Administrator is ultimately responsible for emergency operations and will provide overall direction and oversight for emergency operations. The County Administrator, or designee, will serve as the EOC ~~Director/Manager.~~ ~~The Emergency Management Director will be responsible for coordination of recovery functions.~~

EOC Coordinator: -Responsible for site management and advising the EOC ~~Manager/Director.~~ -The EOC Coordinator will normally be a member of the Emergency Management staff. ~~The Emergency Management Director will be responsible for coordination of recovery functions.~~

EOC Data and Technology Coordinator: -Responsible for ~~supporting the~~ collection, analysis and dissemination of information to the EOC ~~R~~ staff. ~~The EOC Data and Technology Coordinator is responsible for issuing including~~ situation reports, bulletins and advisories, assisting with science and technology support (GIS mapping, modeling) and providing support for action planning and resource tracking. -The EOC ~~R~~ -Data and Technology Coordinator is normally a member of the Emergency Management staff.

ADA Response Coordinator: -Responsible for coordination of issues related to ~~vulnerable populations~~ Functional and Access Needs Populations and Children. -This position will be staffed for complex or large events to ensure issues are routed to be addressed by the appropriate agency or Emergency Support Function.

Public Information Coordinator: -Responsible for public information, media relations, establishing a Joint Information System and Joint Information Center when needed. ~~The Public Information Coordinator in the EOC is normally a member of the County Administrator's Office representing all responding agencies.~~ -If an event dictates the activation of ESF 15, all Public Information will be coordinated by the ESF 15 Coordinator through a Joint Information Center. -This is described in additional detail in the ESF 15 Annex. ~~The Public Information Coordinator in the EOC is normally a member of the County Administrator's Office representing all responding agencies.~~

Operations Coordinator: -Responsible for coordinating support to individual Commanders or Supervisors in the field from the EOC. -The Operations Coordinator is



generally a representative of the primary response agency with overall incident management responsibilities in the field.

Logistics Coordinator: -Responsible for resource management and responding to resource requests from the EOC. -During most events, the Logistics Coordinator will be a collateral duty of the Operations Coordinator. -During more complex emergencies, a separate Logistics Coordinator will be assigned.

Planning Coordinator: -Responsible for situation analysis and anticipating future response and recovery needs from the EOC. -During ~~most small~~ events, the Planning Coordinator will be a collateral duty of the Operations Coordinator. -During more complex emergencies, a separate Planning Coordinator will be assigned.

Administration and Finance Coordinator: -Responsible for staff scheduling, administrative support, EOC documentation, procurement and finance issues from the EOC. ~~This will generally be a member of the Emergency Management staff.~~ During large or complex emergencies, a representative or representatives from the Human Resources and Finance Departments may be assigned as coordinator or co-coordinators. This will generally be a member of the Finance Department staff.

2.5.2 EOC Work Groups

~~In addition to these positions comprising the basic direction and control organizational structure, members of the following groups will lead the Emergency Support Function (ESF) Annexes activated for the event. Note that the members of these work groups will be dictated by the type, scope and severity of the incident, and may include appropriate State and Federal representation operating as a Unified Command. This could be said better...It isn't unified command in an EOC.~~

~~**Human Services Group:** Representatives from the volunteer and community services agencies providing humanitarian assistance and crisis intervention services to individuals affected by the emergency.~~

~~• **ESF 6** — Mass Care, Emergency Assistance, Housing and Human Services~~

~~**Fire Group:** Fire Department representatives with specialized knowledge and expertise to provide support to the section coordinators in the EOC.~~

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- ~~ESF 4~~ Firefighting
- ~~ESF 9~~ Search and Rescue
- ~~ESF 10~~ Oil and Hazardous Materials

~~Law Enforcement Group:~~ Members of the Police Departments, Sheriff's Department and other law enforcement agencies such as the Kansas University Hospital and Medical Center Police, and Unified School District 500.

- ~~ESF 13~~ Public Safety and Security

~~Health and Medical Group:~~ Representatives from the Public Health Department, local hospitals, emergency medical services and County Coroner's Office.

- ~~ESF 8~~ Public Health and Medical Services

~~Public Works and Utilities Group:~~ Representatives from Public Works, the Board of Public Utilities, Water Departments, Waste Water Departments, Water Pollution Control, the Transit Department and the private sector.

- ~~ESF 1~~ Transportation
- ~~ESF 3~~ Public Works and Engineering
- ~~ESF 12~~ Energy and Utilities

~~Policy Group:~~ If dictated by the event, a group comprised of County and City elected officials may be formed to provide high level policy guidance to the EOC. The members of the Policy Group will be determined based on the situation.

- ~~ESF 14~~ Long-term Community Recovery and Mitigation

~~Emergency Management Group:~~ Representatives from the Emergency Management Department, as well as other Lead and Support agencies responsible for providing assistance aiding with EOC activities.

- ~~ESF 5~~ Emergency Management
- ~~ESF 15~~ Public Information and External Communications Affairs
- ~~ESF 7~~ Logistics and Resources Support



Other Groups: Subject Matter Experts? Representatives with special knowledge or expertise needed to effectively deal with emergency issues (e.g., a Cyber Technology Group may be needed during an event causing extensive damage to cyber resources or an Agriculture Group may be need in the event of a anan animal disease incident).

- **ESF 11 — Agriculture and Natural Resources**

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All Groups: Representatives may include members from all of all the groups listed above.

• **ESF 2—Communications**

These individuals and/or groups will make up the EOC. As the event grows and changes and additional individuals and agencies report to the EOC, they will be assigned to work with these organizational groups.

The following Support Annexes are included as ESF Attachments and may be activated as necessary.

- Mass Fatalities (ESF 8)
- Volunteer Management (ESF 7)

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

- Excessive Heat Incident
- Severe Weather Incident
- Nuclear or Radiological Incident
- Metropolitan Medical Response System Incident
 - Includes Biological Incident

2.5.512.8 EOC Activation Levels

The following levels of EOC activation are used by Wyandotte County and consistent with other governmental EOCs throughout the region:

• **Level I (Monitoring)**

The EM Duty Officer Staff is continually monitoring weather conditions and various other information sources for International, National or Local events, which have potential to impact the citizens of Wyandotte County. or County events. The EOC is not staffed at this level activated.

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- **Level II: (-On-Site Monitoring Operations and Low Impact Events)**
An event that can be handled routinely by a few agencies. A Level II This level of activation indicates that an event has happened, or has the potential to happen, that requires active monitoring by the Duty Officer and possibly support from other EM staff and/or volunteers. A Level II event has might also have the potential to require resources beyond those routinely available to responding agencies. Typical Level II EOC activations are for severe weather monitoring or mutual aid deployments. The EOC is activated typically only staffed by EM staff and select volunteers only with support by other Command Staff members and EOC Responders remotely.
- **Level III: (Moderate / Medium Impact Events)**
This level of activation can be initiated by an event that requires a major response by multiple agencies and the significant commitment of resources from several additional agencies but is still within the capabilities of local resources to control. Typical Level III EOC Activations are for events that have caused weather events causing moderate damage to homes or infrastructure, are significant health risks, but no serious injuries or major property damage, and hazardous materials incidents requiring the commitment of resources from several agencies to bring the situation under control. A local emergency declaration might be necessary. Level III activations typically have all Command Staff and some, but not all EFS units staffing the EOC.
- **Level IV: (High Impact Events)**
This level of activation typically requires the EOC to be fully staffed by the EOCs and most likely will be running on a 24 hour a day based on multiple operational periods. These An events that requires an extensive response and commitment of resources from many agencies both within and outside of Wyandotte County. A local emergency declaration will most likely be made issued and assistance may be required from State and/or Federal agencies. Examples of Level IV EOC activations are for severe weather events that displace events that displace a large number of people; and /or incidents requiring the activation of several most if not all Emergency Support Functions (ESFs).
- **Level I: (-Monitoring Operations and Low Impact Emergencies)**
An emergency event that can be handled routinely by a few agencies. A Level I event has the potential to require resources beyond those

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~~available to the responding agencies. Typical Level I EOC activations are for severe weather monitoring.~~

~~Level II: (- (Moderate/Medium Impact Emergency)~~

~~An event that requires a major response and the significant commitment of resources from several agencies but is still within the capabilities of local resources to control. Typical Level II EOC activations are for weather events causing moderate damage, but no serious injuries or major property damage; and hazardous materials incidents requiring the commitment of resources from several agencies to bring the situation under control.~~

~~Level III: (- (High Impact Emergency/Disaster)~~

~~An event that requires an extensive response and commitment of resources from many agencies. A local declaration will most likely be made and assistance may be requested from State and/or Federal agencies. Examples of Level III EOC activations are for severe weather events causing injuries and significant property damage; an event that displaces a large number of many people; and/or incidents requiring the activation of several Emergency Support Functions (ESFs).~~

2.5.582.9 **Primary and Alternate EOCs**

The primary and alternate EOC are designed and stocked with supplies to accommodate emergency response operations exceeding 24 hours. -Kitchen facilities and supplies are located on site as well as restrooms and shower facilities (primary only). -The primary and alternate EOC are both equipped with emergency generators for alternate power. -ESF 5 will work closely with ESF 7 to coordinate extended staffing needs.

The primary and alternate EOC are accessible to staff that may have functional and access needs.

Wyandotte County Primary Emergency Operations Center (EOC)

The Wyandotte County Primary EOC is located at 701 North 7th Street in Kansas City, Kansas. -The County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by WebEOC, landline telephone, radio, facsimile and cellular telephone

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Wyandotte County Alternate EOC

The Eisenhower Recreation Center at 2901 North 72nd Street in Kansas City, Kansas is currently designated as the alternate EOC. The County is in the process of evaluating other facilities for use as an alternate EOC. These facilities are described in Emergency Support Function (ESF) 17—Continuity of Operations.

Most EOC equipment would need to be moved to the alternate EOC, i.e. laptops, projectors, whiteboard's, etc.

Mobile Command Vehicle

Field Command Vehicle

A Mobile Command Vehicle Center (MCVC) is available for use by all Wyandotte County agencies. The MCVC is a thirty-nine (39) foot cab forward vehicle equipped with six (6) Dispatch/Coordinator workstation positions, a policy and incident command work area, as well as external facilities and sheltered work area for briefing and team coordination activities.

The MCVC is equipped with:

- Emergency Generator and battery power;
 - Radios and radio system interoperability equipment;
 - Computers with access to on-board and remote databases and dispatch information;
 - GIS/Mapping workstation with an onboard mapping database server; Camera resources;
 - Telephone system with internal and external extensions served by landline and cellular service;
 - Cellular/Wi-Fi/Radio system with an onboard antenna system for field connectivity, and;
 - Forty-two (42) foot mast equipped with a pan-tilt-zoom low light camera;
 - Satellite and over the air TV service and high speed internet access are available via satellite service.
- for video capture

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Municipal EOCs

Depending on the location, type and/or scope of the incident, the cities of Bonner Springs and Edwardsville may activate EOCs specifically to coordinate the response and recovery activities of ~~Municipal~~their agencies and organizations. ~~The locations of municipal EOCs are below:~~

Bonner Springs:	<u>Alternate:</u>
13001 Metropolitan	<u>Alternate at</u>
Bonner Springs KS	120 N. Nettleton
	Bonner Springs, KS

Edwardsville:	
698 S. 4th Street	No alternate
Edwardsville, KS	

If activated, the Municipal EOCs ~~should will~~ maintain close contact with the Wyandotte County ~~EOC~~Emergency Management. ~~In addition to landline, cellular and radio communications capabilities, the City EOCs will have direct access to event information through WebEOC.~~WebEOC.

Other EOCs

~~In events originating as a~~In a health event (e.g., a disease outbreak or a possible biological terrorist event), the Public Health Department may establish a Departmental Operations Center (DOC). ~~The Public Health Department DOC is~~DOC is discussed in detail in ESF 8 – Public Health and Medical Services, as well as in the *Wyandotte County Unified Government Public Health Emergency Preparedness and Response Plan*.

~~If necessary, the~~The Kansas City Kansas Fire Department also has a Departmental Operations Center and in certain situations, it may be activated.~~r and alternate as follows:~~

Primary:	Alternate:
Station #6	815 N. 6th Street



9548 State Street Kansas City, Kansas
Kansas City, Kansas

Depending on the event, non-government agencies and organizations, such as The University of Kansas Hospital Health System and Medical Center, Providence Medical Center and other organizations or agencies may activate their respective emergency Departmental Operation Centers (DOC) to coordinate departmental activities. Information sharing between the EOC and a DOC will be accomplished by WebEOC, landline telephone, radio, facsimile and cellular telephone. In some cases, a liaison should be sent to the EOC. These organizations should maintain close contact with the Wyandotte County EOC Emergency Management and send a liaison to the EOC when requested to help ensure coordinated efforts. Information sharing will be accomplished by telephone, radio and through the CIMS.

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2.5.612.10 Transition from Response to Recovery and EOC Deactivation/Closure

The response phase of an emergency or disaster involves actions taken to save lives and prevent further property damage. Some short-term recovery activities can occur simultaneously with response activities, such as restoration of utilities and other infrastructure. When there is no longer immediate life safety and preservation of property actions, operations will gradually shift to recovery. ESF 5 will closely monitor and evaluate operations to determine the appropriate time to deactivate the EOC.

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The EOC will play a role in transitioning a community toward recovery. Some of the activities an EOC may do in the transition to recovery include:

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- Coordination of documentation.
- Archiving of data and contact information.
- Conducting after-action reviews.
- Advocating for State and Federal assistance.
- Working with FEMA, the State and other Federal entities. The EOC Director staff, and ESF 5 and other Command Staff will be consistently called upon to liaison with State and Federal officials as the community assesses damages jointly and seeks Federal assistance under the Robert T. Stafford Act.

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- Helping the community to manage expectations and participating in long-term recovery committees.

~~ESF 5 will closely monitor the response phase of emergency operations to determine the appropriate time to deactivate the EOC. This will likely occur as a gradual process, shifting operations from response activities to recovery operations. ESF 14, Long Term Community Recovery may, will remain active~~ for an extensive period of time after closure of the EOC to coordinate recovery/rebuilding activities.

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2.6—Considerations for Functional and Access Needs Populations and Children

The Unified Government Emergency Management Department is committed to compliance with the Americans with Disabilities Act (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 CEOP and each Emergency Support Function Annex.

As the responsible ESF for EOC operations, ESF 5 will ensure that that primary and alternate EOC areas are accessible to staff that may have functional and access needs. This will include accessibility to those with mobility disabilities.

As the Emergency Support Function, responsible to coordinate management of information to/from the EOC, ESF 5 will appoint an ADA Response Coordinator to manage and track issues related to Functional and Access Needs Populations and Children for complex or large events. This role will serve to ensure these issues are routed to be addressed by the appropriate agency or Emergency Support Function. Issues routed will be recorded and tracked to ensure they are addressed appropriately.

For communications with individuals 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 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.

The Emergency Management Department will ensure the needs of children involved in disasters will be addressed. FEMA has coordinated the development of a full suite of materials aimed at helping children understand disasters and work through the emotions that they may feel as victims of disasters or loss or injury of loved ones due to disasters. These materials are available at <http://www.fema.gov/about/cwg.shtm>. Emergency Management will coordinate with the Wyandotte Center through ESF 6 to ensure the needs of children in disasters are addressed.

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2.7—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.

2.7.1 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 EOC staffing capabilities.
Unified Government Emergency Management Department	Maintain liaison roles with KDEM and adjacent county emergency management officials



Unified Government Emergency Management Department	Ensure primary and alternate EOCs have capability to manage an emergency response that lasts longer than 24 hours including staffing needs, resource needs, food/water, etc.
Unified Government Emergency Management Department	Maintain ESF #5 Annex and attachments
Unified Government Emergency Management Department	Conduct training for ESF #5 activities including ICS/NIMS and EOC operations
Unified Government Emergency Management Department	Develop emergency exercises to support ESF #5 activities.

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2.7.2 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.
Bonner Springs EMS Department	Organize operations utilizing ICS
Bonner Springs Fire Department	Organize operations utilizing ICS
Bonner Springs Police Department	Organize operations utilizing ICS
Bonner Springs Police Department	Provide officers to maintain perimeter control at the ICP as well as other disaster scenes.
Edwardsville Fire Department	Organize operations utilizing ICS
Edwardsville Police	Organize operations utilizing ICS

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2017 Emergency Operations Plan

ESF 5—Emergency Management

Agency	Action
Department	
Edwardsville Police Department	Provide officers to maintain perimeter control at the ICP as well as other disaster scenes.
KCKFD-EMS Division	Organize operations utilizing ICS
KCK Fire Department	Organize operations utilizing ICS
KCK Police Department	Organize operations utilizing ICS
Wyandotte County Communications Center	If IC determines the incident requires activation of the EOC, communicate this request to the EM Director to activate the EOC
Wyandotte County Communications Center	Relay information from the Incident Command Post to the EOC
Wyandotte County Communications Center	Request mutual aid as needed
Unified Government Emergency Management Department	Structure direction and control of EOC organization according to ICS/NIMS operational structure with ESFs under Operations, Planning, Logistics, and Finance.
Unified Government Emergency Management Department	Maintain liaison roles with KDEM and adjacent county emergency management officials
Unified Government Emergency Management Department	Provide initial notification for activation of ESF 5
Unified Government Emergency Management Department	Coordinate with the EOC Data and Technology Coordinator to manage the collection, processing, and dissemination of information to and from the EOC
Unified Government Emergency Management Department	Coordinate with the Incident Commander at the scene to gather essential information and assess the immediate risks posed by the emergency
Unified Government Emergency Management Department	Coordinate dissemination of damage assessment information to make protective action decisions
Unified Government Emergency Management Department	Activate the EOC

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Agency	Action
Unified Government Emergency Management Department	Monitor the status of the emergency and future effects that may necessitate additional assessment
Unified Government Emergency Management Department	If conditions warrant, advise the County Administrator of the need to declare a local emergency.
Unified Government Emergency Management Department	If conditions warrant, advise City Administrators of Bonner Springs and/or Edwardsville of the need to declare a local emergency.
Unified Government Emergency Management Department	The EM Director will assign EOC positions and notify appropriate ESF Coordinating Agencies for activated ESFs to support the emergency
Unified Government Emergency Management Department	If the primary EOC cannot be utilized, the EM Director will make the decision to relocate the EOC to the alternate EOC
Unified Government Emergency Management Department	Ensure primary and alternate EOCs have capability to manage an emergency response that lasts longer than 24 hours including staffing needs, resource needs, food/water, etc.
Unified Government Emergency Management Department	When appropriate, transition the EOC from response to recovery operations, including necessary organization/staffing changes.
Unified Government Emergency Management Department	Wyandotte County and Municipal elected and appointed officials not present in the EOC will be notified and provided with situation reports and briefings in person at regularly scheduled meetings, by teleconference, or by e-mail.
Unified Government Emergency Management Department	Request mutual aid as needed
Unified Government Emergency Management Department	Request assistance from KDEM, if dictated by the situation
Unified Government Emergency Management Department	Coordinate information regarding the activities of all responding agencies
Unified Government Emergency Management Department	Appoint ADA Response Coordinator to manage, track and follow up on ADA-related issues routed through the EOC

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Agency	Action
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 Neighborhood Resource Center	Conduct Damage Assessments
Unified Government Neighborhood Resource Center	Coordinate completion of incident assessments
Unified Government Office of the County Administrator	Act as EOC Manager (County Administrator)
Unified Government Office of the County Administrator	The Public Information Coordinator position will report to the EOC Manager and will generally be staffed by a member of the County Administrator's Office and will report directly to the EOC Manager to manage all public information/media relations. In larger events, ESF 15 will be activated and this position will be managed as a Joint Information Center.
Wyandotte County Sheriff's Office	Organize operations utilizing ICS

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2.7.3 Recovery

Agency	Action
Unified Government Emergency Management Department	When appropriate, transition the EOC from response to recovery operations, including necessary organization/staffing changes.
Unified Government Emergency Management Department	De-activate/close EOC
Unified Government Emergency Management Department	Schedule after action briefings and develop after action reports
Unified Government Emergency Management Department	Develop and implement mitigation strategies.
Unified Government Emergency Management Department	Appoint ADA Response Coordinator to manage, track and follow up on ADA-related issues routed through the EOC
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 Neighborhood Resource Center	Coordinate completion of incident assessments
Unified Government Office of the County Administrator	The Public Information Coordinator position will report to the EOC Manager and will generally be staffed by a member of the County Administrator's Office and will report directly to the EOC Manager to manage all public information/media relations. In larger events, ESF 15 will be activated and this position will be managed as a Joint Information Center.

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2.7.4 Mitigation

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Agency	Action
Unified Government Emergency Management	Participate in the hazard identification process and identify and correct

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Department	vulnerabilities
Unified Government Emergency Management Department	Develop emergency preparedness programs and present them to the public

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~~IN ADDITION, CHAPTER 4 OF THE WYANDOTTE COUNTY MULTI-
HAZARD MITIGATION PLAN DETAILS SPECIFIC MITIGATION MEASURES
RELATED TO EMERGENCY MANAGEMENT.
[HTTP://WWW.WYCOKCK.ORG/INTERNETDEPT.ASPX?ID=22574&MENU
ID=950&BANNER=15284.](http://www.wycokck.org/InternetDept.aspx?id=22574&menu-id=950&banner=15284)~~

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RESPONSIBILITIES

This section describes responsibilities and actions designated to coordinating, primary and support agencies. Actions carried are grouped into phases of emergency management: Prevention, Preparedness, Response, Recovery and Mitigation.

4 All agencies, departments and organizations with responsibilities in the other ESF Annexes are support agencies to ESF 5. Their responsibilities and actions are identified in the applicable ESF Annex in the CEOP.

In addition, Chapter 4 of the Region L Multi-Jurisdictional Hazard Mitigation Plan, 2013—2018 details specific mitigation measures related to firefighting.

Overall Actions Assigned to All Members	
Overall Actions Assigned to All Agencies	
Preparedness (Pre-Event) Actions for ESF 5 – Emergency Management	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-5 tasks.
3	Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support ESF-5.
4	Train personnel on EOC operation, the Incident Command System (ICS) and, the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
5	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
7	Help develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
8	Participate in emergency management exercises and training.

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 5 – Emergency Management	
1	Provide a representative to the County EOC, when requested.
2	Provide field support for emergency responders at the scene.
3	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means as requested.
4	Participate in developing EOC briefings, incident actions support plans, situation reports and meetings to support ESF 5.
5	Document all costs and expenses associated with response and recovery activities



	taking care to clearly segregate disaster related work from daily work.
6	Document actions, activities and decisions via WebEOC and other means.
7	Work with the other members of the EOC team to set priorities and assign resources.
8	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
9	Maintain situational awareness of additional threats and risks

Overall Actions Assigned to All Members	
Recovery (Post Event) Actions for ESF 5 – Emergency Management	
1	Continue to perform tasks necessary for recovery operations.
2	Demobilize and Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.

Overall Actions Assigned to All Members	
Mitigation Actions for ESF 5 – Emergency Management	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.

Coordinating: Wyandotte County Emergency Management	
Preparedness (Pre-Event) Actions for Wyandotte County Emergency Management	
1	Actions assigned to all ESF partners.
1	Ensure primary and alternate EOCs have capability to manage an emergency response that lasts longer than 24 hours including staffing needs, resource needs, food/water, etc. Maintain a central personnel roster, contact, and resource lists to support ESF 5 tasks.
3	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC. Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

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4	<u>Develop, review and maintain ESF-5 Annex.</u>
5	Develop <u>Support or develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.</u>
6	Participate in <u>Develop and execute emergency management exercises and training.</u>
7	<u>Develop emergency preparedness programs and present them to the public</u>
<u>Response (During Event) Actions for Wyandotte County Emergency Management</u>	
1	Actions assigned to all ESF partners. Provide a representative to the County EOC, when requested.
2	Activate <u>Support, operate and deactivate the EOC.</u>
3	<u>Provide initial notification for activation of ESF 5 and any other required ESFs</u>
4	<u>Assign EOC positions and notify appropriate ESF Coordinating Agencies for activated ESFs.</u>
5	<u>Maintain liaison roles with KDEM and adjacent county emergency management officials.</u> Provide field support for emergency responders at the scene.
6	<u>If the primary EOC cannot be utilized, the EM Director will make the decision to relocate the EOC to the alternate EOC.</u>
7	<u>Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means, as deemed necessary.</u>
8	Participate in <u>Develop and disseminate EOC briefings, incident support/action plans and situation reports and hold/facilitate meetings.</u>
9	<u>Coordinate activities between incident command and EOC.</u>
10	<u>Document actions, activities and decisions.</u>
11	<u>Work with the other members of the EOCC team to set priorities and assign resources.</u>
12	<u>If conditions warrant, advise City Administrators of Bonner Springs and/or Edwardsville of the need to declare a local emergency.</u>
13	<u>If conditions warrant, advise the County Administrator of the need to declare a local emergency.</u>
14	<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>
15	<u>Request mutual aid or other assistance.</u>
16	<u>Support staging and accountability of external resources</u>
17	<u>Appoint ADA Response Coordinator to manage, track and follow-up on ADA-related issues routed through the EOC.</u>
<u>Recovery (Post Event) Actions for Wyandotte County Emergency Management</u>	
1	Actions assigned to all ESF partners. Continue to perform tasks necessary for recovery operations.

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2	Return Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Provide ongoing status reports as requested by the ESF 5 Manager, other jurisdictions or senior leadership. Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
4	Maintain liaison roles with KDEM and adjacent county emergency management officials
5	Schedule after-action briefings and develop after action reports
6	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.
7	De-activate/close EOC
Mitigation Actions for Wyandotte County Emergency Management	
1	Actions assigned to all ESF partners. Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Provide information to ESF partners and other eligible applicants of mitigation funding opportunities.
3	Coordinate mitigation plan revision to identify county risk and projects that could lessen risk

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Primary: City of Bonner Springs

Preparedness (Pre-Event) Actions for City of Bonner Springs

1 Actions assigned to all ESF partners.

Response (During Event) Actions for City of Bonner Springs

1 Actions assigned to all ESF partners.

2 Activate local DOC/EOC as warranted

3 If conditions warrant, declare a local emergency.

4 Send a representative/liaison to the EOC.

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Recovery (Post Event) Actions for City of Bonner Springs

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1 Actions assigned to all ESF partners.

2 Send a representative/liaison to the EOC.

Mitigation Actions for City of Bonner Springs

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1 Actions assigned to all ESF partners.

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Primary: City of Edwardsville

Preparedness (Pre-Event) Actions for City of Edwardsville

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1 Actions assigned to all ESF partners.

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<u>Response (During Event) Actions for City of Edwardsville</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>2</u>	Activate local DOC/EOC as warranted
<u>32</u>	If conditions warrant, declare a local emergency.
<u>43</u>	Send a representative/liaison to the EOC.
<u>Recovery (Post Event) Actions for City of Edwardsville</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>2</u>	Send a representative/liaison to the EOC.
<u>Mitigation Actions for City of Edwardsville</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>Primary: Unified Government Office of the County Administrator</u>	
<u>Preparedness (Pre-Event) Actions for Unified Government Office of the County Administrator</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>Response (During Event) Actions for Unified Government Office of the County Administrator</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>2</u>	Act as EOC administratorDirector.
<u>Recovery (Post Event) Actions for Unified Government Office of the County Administrator</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>2</u>	Act as EOC ManagerDirector.
<u>Mitigation Actions for Unified Government Office of the County Administrator</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>Primary: Unified Government Department of Technical Services</u>	
<u>Preparedness (Pre-Event) Actions for Unified Government Department of Technical Services</u>	
<u>1</u>	Actions assigned to all ESF partners.
<u>2</u>	Maintain adequate redundant system equipment and capabilities to serve a fully staffed EOC.
<u>3</u>	Assess and develop solutions for the technology needs of a fully staffed and functioning EOC in conjunction with the EOC Data and Technology Coordinator.
<u>4</u>	Prepare the 311 service to become one of the primary sources of information to the public. This will include the possibility adding operational hours, additional staffing and data collection.
<u>5</u>	Develop backup service plans for all response partners.

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<i>Response (During Event) Actions for Unified Government Department of Technical Services (Or CKO)</i>	
1	Actions assigned to all ESF partners.
2	Provide staffing in the EOC to support the technology needs of the EOC.
3	Provide technology support for operations outside the EOC, i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
4	Staff and activate the 311 service to become one of the primary sources of information to the public. This will include the possibility adding operational hours, additional staffing and data collection.
5	Facilitate the installation of additional TV/Cable service in the external operational locations.
<i>Recovery (Post Event) Actions for Unified Government Department of Technical Services</i>	
1	Actions assigned to all ESF partners.
2	Support the technology needs of the EOC
3	Provide technology support for operations outside the EOC, i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
4	Staff and activate the 311 service to continue as the primary sources of information to the public. This will include the possibility adding operational hours, additional staffing and data collection.
<i>Mitigation Actions for Unified Government Department of Technical Services</i>	
1	Actions assigned to all ESF partners.
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Support: Kansas Division of Emergency Management

Preparedness (Pre-Event) Actions for Kansas Division of Emergency Management

- 1 Provide overall coordination and support through all phases of emergency management.
- 2 Provide 24-hour coverage of natural and technological event reporting lines.
- 3 Identify and train staff to support the ESF 5 positions.
- 4 Consistent with NIMS, incorporate ESF 5 plans and procedures into exercises that will be conducted at the state level.
- 5 Establish, staff, and train damage assessment teams.
- 6 Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics and critical county data (e.g. shelter capacity, evacuation routes, etc.).

Response (During Event) Actions for Kansas Division of Emergency Management

- 1 Develop and disseminate meteorological forecasts, to include impacts on current disaster operations.
- 2 Activate and maintain a SEOC for disaster operations.
- 3 During any incident, contact affected counties by phone or radio at least once daily, in compliance with the AGD's internal policy.
- 4 Coordinate future planning efforts, in conjunction with the ESFs, to anticipate future resource and mission requests.
- 5 Provide and update pertinent event information on the KDEM website.
- 6 Coordinate telecommunications contact with county governments to include:
 - Providing information in support of incident.

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	- Monitoring of conference calls and development of summary reports for distribution. - Rapid damage reports and future resource needs
7	Develop and disseminate event information through, Incident Action Plans (IAPs), situation reports, and executive briefings.
8	Coordinate the development of a common operating picture for disaster operations.
9	Acquire, analyze, and disseminate information and intelligence on disasters and their impacts to establish operational and logistical objectives and priorities.
10	Evaluate resource capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of state and federal assistance that is needed.
11	Communicate estimated resource shortfalls to FEMA region VII.
12	In the case of a foreseeable event impact, set up the status boards, obtain data or studies and electronic files, and staff ESF 5. Initiate contact with the media through ESF 15, and establish contact with FEMA region VII.
13	Use estimates from HAZUS-MH on nature and scope of the hazard, including area of potential hazard impacts, population at risk, estimates of damage and loss of functionality to essential facilities, and other essential elements.
14	Use disaster intelligence in preparation of Incident Action Plans that set forth operational objectives for each operational period for the State.
15	Coordinate EMAC deployments to other states and EMAC deployments for assistance within the state.
Recovery (Post Event) Actions for Kansas Division of Emergency Management	
1	Coordinate county rapid damage assessment conference call to determine need for preliminary damage assessment.
2	Coordinate preliminary damage assessments to include team construction, scheduling, and analyzing data.
3	Coordinate and make recommendations to the governor to request presidential disaster declaration.
4	Coordinate state representation at possible state field operation locations.
5	Administer disaster recovery grants (IA, PA, and HMGP).
6	Develop incident recovery plan to include: - Building inspection requirements and priorities - Emergency and temporary housing issues - Business impacts (direct and indirect) - Debris management - Route clearance - Utilities restoration
Mitigation Actions Kansas Division of Emergency Management	
1	Develop and submit the state hazard mitigation in coordination with the KHMT.

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2	Review and submit local hazard mitigation plans to FEMA VII for approval.
3	Coordinate state hazard mitigation meetings in accordance with CEPR charter; and
4	Administer pre and pre-and post disaster post-disaster mitigation programs.

Support: Unified Government Building and Logistics Division

Preparedness (Pre-Event) Actions for Unified Government Building and Logistics Division

2	Actions assigned to all ESF partners.
2	Maintain a stockpile of supplies to support a 24/7 operation
3	Maintain a roster of staff willing to support a 24/7 operation
4	Prepare to support and maintain the physical structure of the EOC and other external facilities as needed. Including but not limited to appropriate HVAC.
45	Work with Parking Control to develop a parking plan for the EOC

Response (During Event) Actions for Unified Government Building and Logistics Division

1	Provide staffing for janitorial and building support on a 24/7 basis while the EOC is in operation 24/7
2	Help identify and support development of external facilities such as: i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
3	Work with Parking Control to maintain adequate parking for 24/7 EOC operations
4	Evaluate the damage to UG structures and develop alternate sites of operations as required.

Recovery (Post Event) Actions for Unified Government Building and Logistics Division

1	Actions assigned to all ESF partners.
2	Support external facilities such as: i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
3	Provide additional janitorial resources to support EOC operations
3	
4	

Mitigation Actions for Unified Government Building and Logistics Division

1	Actions assigned to all ESF partners.
2	Identify opportunities to harden UG facilities from the impacts of natural and man-made disasters

Support: Unified Government Legal

Preparedness (Pre-Event) Actions for Unified Government Legal

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<u>1</u>	<u>Actions assigned to all ESF partners.</u>
<u>2</u>	<u>Review plans, policies and procedures for compliance with State and Federal statutes and regulations including but not limited to: Stafford Act, CFRs, KARS, ADA, etc.</u>
<u>Response (During Event) Actions for Unified Government Legal</u>	
<u>1</u>	<u>Actions assigned to all ESF partners.</u>
<u>2</u>	<u>Provide staffing to offer consult and guidance during response operations</u>
<u>3</u>	<u>Coordinate with the UG Policy Group and Emergency Management regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.</u>
<u>Recovery (Post Event) Actions for Unified Government Legal</u>	
<u>1</u>	<u>Actions assigned to all ESF partners.</u>
<u>2</u>	<u>Provide staffing to offer consult and guidance during recovery operations</u>
<u>3</u>	<u>Coordinate with the UG Policy Group and Emergency Management regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.</u>
<u>Mitigation Actions for Unified Government Legal</u>	
<u>1</u>	<u>Actions assigned to all ESF partners.</u>

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 5 activities.~~
- ~~• Provide ongoing status reports as requested by the Emergency Management 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.~~
- ~~• Participate in 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 responsible agency.

Agency	Action
Bonner Springs EMS Department	Organize operations utilizing ICS
Bonner Springs Fire Department	Organize operations utilizing ICS
Bonner Springs Police Department	Organize operations utilizing ICS
Bonner Springs Police Department	Provide officers to maintain perimeter control at the ICP as well as other disaster scenes.
Edwardsville Fire Department	Organize operations utilizing ICS
Edwardsville Police Department	Organize operations utilizing ICS
Edwardsville Police Department	Provide officers to maintain perimeter control at the ICP as well as other disaster scenes.
KCKFD EMS Division	Organize operations utilizing ICS
KCK Fire Department	Organize operations utilizing ICS
KCK Police Department	Organize operations utilizing ICS
Wyandotte County Communications Center	If IC determines the incident requires activation of the EOC, communicate this request to the EM Director to activate the EOC
Wyandotte County Communications Center	Relay information from the Incident Command Post to the EOC
Wyandotte County Communications Center	Request mutual aid as needed
Unified Government Emergency Management Department	Structure direction and control of EOC organization according to ICS/NIMS operational structure with ESFs under Operations, Planning, Logistics, and Finance.
Unified Government Emergency Management Department	Maintain liaison roles with KDEM and adjacent county emergency management officials
Unified Government Emergency Management Department	Provide initial notification for activation of ESF-5
Unified Government Emergency Management Department	Coordinate with the EOC Data and Technology Coordinator to manage the collection, processing, and dissemination of information to and from the EOC
Unified Government Emergency Management Department	Coordinate with the Incident Commander at the scene to gather essential information and assess the immediate risks posed by the emergency
Unified Government Emergency Management Department	Coordinate dissemination of damage assessment information to make protective action decisions
Unified Government Emergency Management Department	Activate the EOC
Unified Government Emergency Management Department	Monitor the status of the emergency and future effects that may necessitate additional assessment
Unified Government Emergency Management Department	If conditions warrant, advise the County Administrator of the need to declare a local emergency.
Unified Government	If conditions warrant, advise City Administrators of Bonner Springs and/or

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Agency	Action
Emergency Management Department	Edwardsville of the need to declare a local emergency.
Unified Government Emergency Management Department	The EM Director will assign EOC positions and notify appropriate ESF Coordinating Agencies for activated ESFs to support the emergency.
Unified Government Emergency Management Department	If the primary EOC cannot be utilized, the EM Director will make the decision to relocate the EOC to the alternate EOC.
Unified Government Emergency Management Department	Ensure primary and alternate EOCs have capability to manage an emergency response that lasts longer than 24 hours including staffing needs, resource needs, food/water, etc.
Unified Government Emergency Management Department	When appropriate, transition the EOC from response to recovery operations, including necessary organization/staffing changes.
Unified Government Emergency Management Department	De-activate/close EOC
Unified Government Emergency Management Department	Wyandotte County and Municipal elected and appointed officials not present in the EOC will be notified and provided with situation reports and briefings in person at regularly scheduled meetings, by teleconference, or by e-mail.
Unified Government Emergency Management Department	Maintain ESF #5 Annex and attachments
Unified Government Emergency Management Department	Conduct training for ESF #5 activities including ICS/NIMS and EOC operations
Unified Government Emergency Management Department	Participate in the hazard identification process and identify and correct vulnerabilities
Unified Government Emergency Management Department	Develop emergency preparedness programs and present them to the public
Unified Government Emergency Management Department	Develop emergency exercises to support ESF #5 activities.
Unified Government Emergency Management Department	Request mutual aid as needed
Unified Government Emergency Management Department	Request assistance from KDEM, if dictated by the situation
Unified Government Emergency Management Department	Coordinate information regarding the activities of all responding agencies
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 Emergency Management Department	Schedule after-action briefings and develop after action reports
Unified Government Emergency Management Department	Develop and implement mitigation strategies.
Unified Government	Appoint ADA Response Coordinator to manage, track and follow up on ADA-

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Agency	Action
Emergency Management Department	related issues routed through the EOC
Unified Government Neighborhood Resource Center	Conduct Damage Assessments
Unified Government Neighborhood Resource Center	Coordinate completion of incident assessments
Unified Government Office of the County Administrator	Act as EOC Manager (County Administrator)
Unified Government Office of the County Administrator	The Public Information Coordinator position will report to the EOC Manager and will generally be staffed by a member of the County Administrator's Office and will report directly to the EOC Manager to manage all public information/media relations. In larger events, ESF 15 will be activated and this position will be managed as a Joint Information Center.
Wyandotte County Sheriff's Office	Organize operations utilizing ICS

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REFERENCES/ATTACHMENTS

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

• ICS Forms

The following reference documents are available from Wyandotte County Emergency Management:

- [Region L Multi-Jurisdictional Hazard Mitigation Plan, 2013 - 2018](#)
- [ESF 5 Regional Coordination Guide](#)

The following documents are attached to this ESF:

- [EOC Staffing roster and emergency management contacts \(Attachment 1\)](#)
- [EOC Organizational Chart \(Attachment 2\)](#)
- [EOC layout diagram \(Attachment 3\)](#)
- [Local Emergency Declaration \(Attachment 4\)](#)
- [Emergency/Disaster Event Flow Chart \(Attachment 5\)](#)
- [EOC Checklist \(Attachment 6\)](#)
- [Wyandotte County Multi-hazard Mitigation Plan](#)
- [EOC Activation Guide](#)—includes an EOC room layout diagram and procedures for activation/deactivation of the EOC.
- [ESF 5 Regional Coordination Guide](#)
- [Special Incident Annexes](#)
- [Excessive Heat Incident](#)
- [Severe Weather Incident](#)
- [Nuclear or Radiological Incident](#)
- [Metropolitan Medical Response System Incident](#)
- [Includes Biological Incident](#)

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:

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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 these 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
EOC staffing roster	UG Emergency Management	EM Staff	913-573-6300
Personnel credentialing	UG Emergency Management	EM Staff	913-573-6300

The following documents are attached to this ESF:

- EOC Organizational Chart

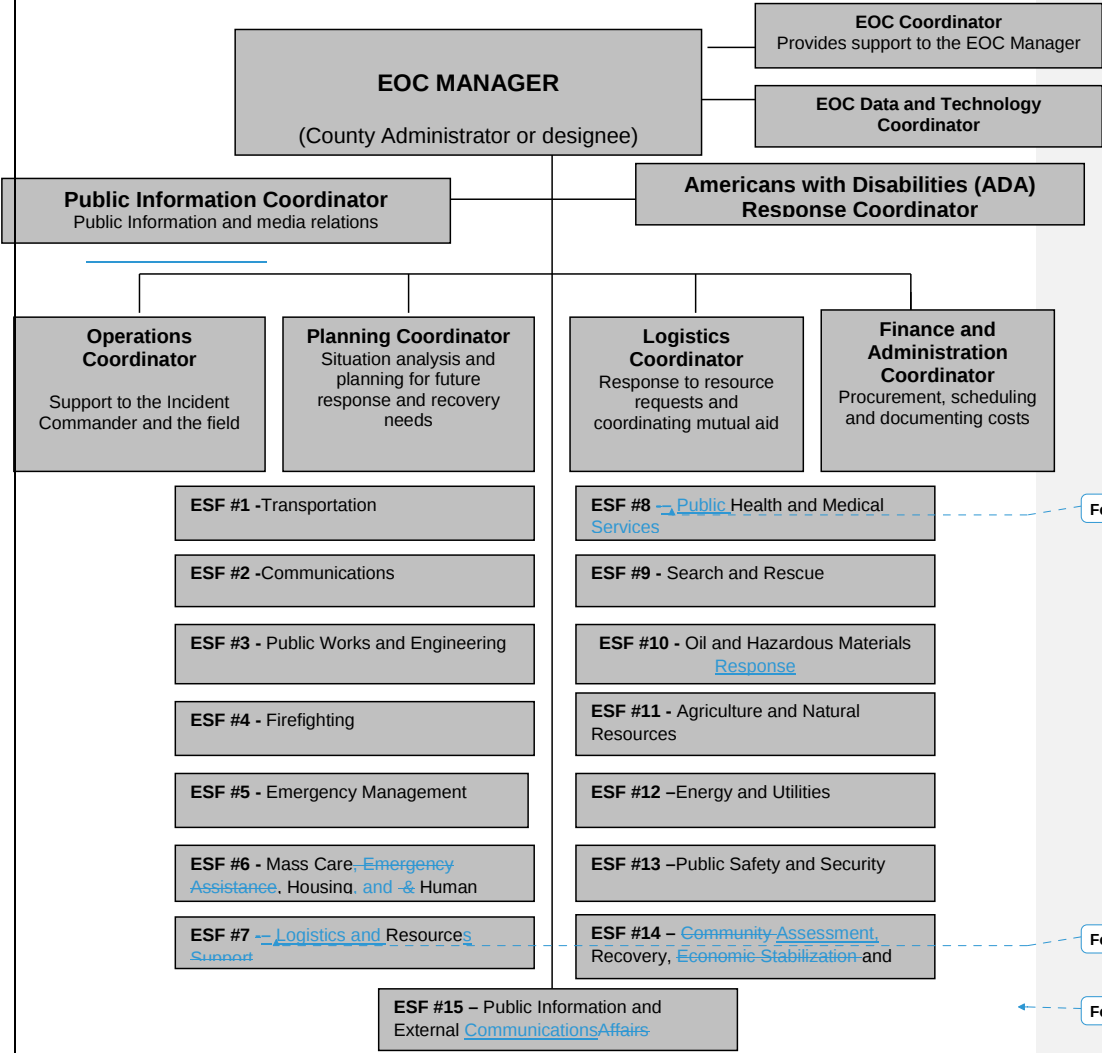
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- EOC layout diagram
- ICS and NIMS Overview
- Emergency/Disaster Event Flow Chart
- Sample Emergency Declaration
- Situation Report Format
- EOC Activation Checklist



5.1—EOC Organizational Chart



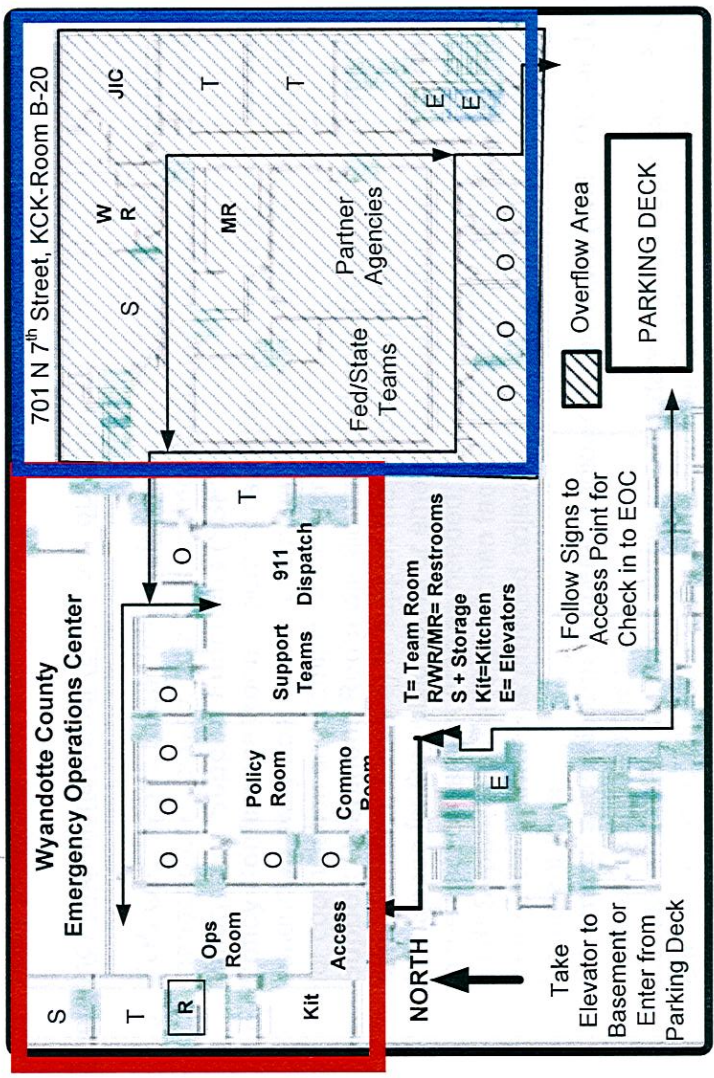
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5.2—EOC Layout Diagram





5.3 ICS and NIMS Overview

NATIONAL RESPONSE FRAMEWORK (NRF)

The National Response Framework (NRF) represents a significant step towards an overall goal of integrating the current family of Federal domestic prevention, preparedness, response, and recovery plans into a single all-discipline, all-hazards plan. The NRF is supported by the National Incident Management System (NIMS), a national system that sets forth standardized incident management processes, protocols, and procedures.

The following are the key NRF enhancements:

National Homeland Security Operations Center (HSOC). The HSOC serves as the primary national-level hub for operational communications and information pertaining to domestic incident management. Located at DHS headquarters, the HSOC will provide threat monitoring and situational awareness for domestic incident management on a 24/7 basis.

Interagency Incident Management Group (IIMG). The IIMG is made up of senior representatives from Federal departments and agencies, non-governmental organizations, as well as DHS components to facilitate national-level situation awareness, policy coordination, and incident coordination.

Principal Federal Official (PFO). The Secretary may designate a PFO during a domestic incident to serve as the personal representative of DHS locally during an incident. The PFO will oversee and coordinate Federal incident activities and work with local authorities to determine requirements and provide timely Federal assistance.

Joint Field Office (JFO). Federal activities at a local incident site will be integrated during domestic incidents to better facilitate coordination between Federal, State, and local authorities. The JFO is expected to incorporate existing entities such as the Joint Operations Center, the Disaster Field Office, and other Federal offices and teams that provide support on scene.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The National Incident Management System (NIMS) establishes standardized incident management processes, protocols, and procedures that all responders—Federal,



State, tribal, and local -- will use to coordinate and conduct response actions. With responders using the same standardized procedures, they will all share a common focus, and will be able to place full emphasis on incident management when a homeland security incident occurs (whether terrorism or natural disaster). In addition, national preparedness and readiness in responding to and recovering from an incident is enhanced since all of the nation's emergency teams and authorities are using a common language and set of procedures.

NIMS incorporates incident management best practices developed and proven by thousands of responders and authorities across America. These practices, coupled with consistency and national standardization, are now being carried forward throughout all incident management processes: exercises, qualification and certification, communications interoperability, doctrinal changes, training, publications, public affairs, equipping, evaluating, and incident management. All of these measures unify the response community as never before.

The key features of NIMS are:

Incident Command System (ICS). NIMS establishes ICS as a standard incident management organization with five functional areas (command, operations, planning, logistics, and finance/administration) for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of Unified Command has been universally incorporated into NIMS. This Unified Command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

Communications and Information Management. Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers across all agencies and jurisdictions need a common operating picture for a more efficient and effective incident response.

Preparedness. Preparedness incorporates a range of measures, actions, and processes accomplished before an incident happens. NIMS preparedness measures including planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication management. All of these serve to ensure that pre-incident actions are standardized and consistent with mutually agreed doctrine. NIMS further places emphasis on mitigation activities to enhance preparedness.



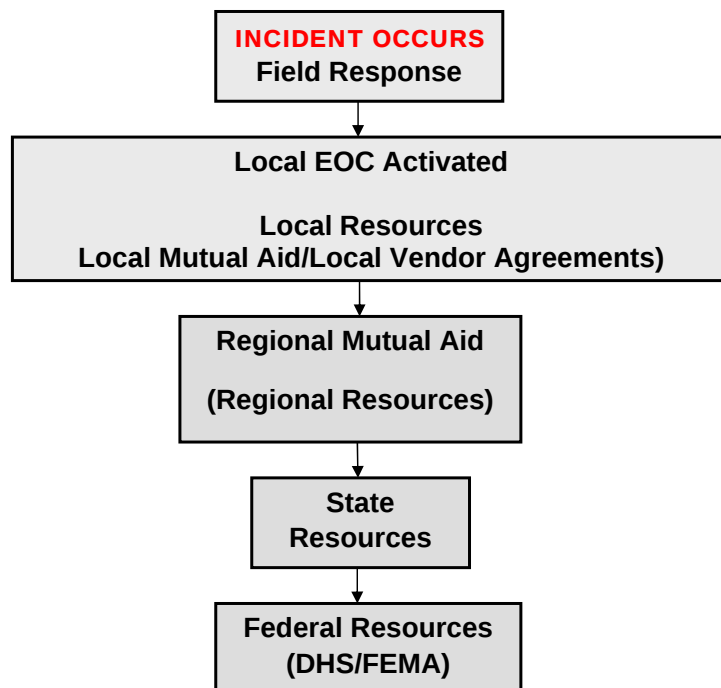
~~Mitigation includes public education and outreach, structural modifications to lessen the loss of life or destruction of property, code enforcement in support of zoning rules, land management, building codes, flood insurance and property buy-out for frequently flooded areas.~~

~~**Joint Information System (JIS).**— NIMS organizational measures enhance the public communication effort. The Joint Information System provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers (JIC) and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that Federal, State, and local levels of government are releasing the same information during an incident.~~

~~**NIMS Integration Center (NIC).**— To ensure that NIMS remains an accurate and effective management tool, the NIMS NIC has been established by the Secretary of Homeland Security to assess proposed changes to NIMS, capture, and evaluate lessons learned, and employ best practices. The NIC provides strategic direction and oversight of the NIMS, supporting both routine maintenance and continuous refinement of the system and its components over the long term. The NIC develops and facilitates national standards for NIMS education and training, first responder communications and equipment, typing of resources, qualification and credentialing of incident management and responder personnel, and standardization of equipment maintenance and resources. The NIC will continue to use the collaborative process of Federal, State, tribal, local, multi-discipline and private authorities to assess prospective changes and assure continuity and accuracy.~~



5.4—Emergency/Disaster Event Flow Chart



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5.5—Sample Emergency Declaration

This document, as well as proclamations to extend and terminate the local emergency, is maintained on computer in the Emergency Operations Center.

*PROCLAMATION OF A STATE OF LOCAL EMERGENCY
FOR THE COUNTY OF WYANDOTTE, KANSAS*

—WHEREAS, on the ____ day of _____, 20__, I find that certain conditions have caused, or imminently threaten to cause, widespread or severe damage, injury or loss of life or property in disaster proportion in the County of Wyandotte, Kansas; and

—WHEREAS, such conditions hinder and endanger the health, safety and welfare of persons and property within the County of Wyandotte.

—NOW, THEREFORE, I, the undersigned Mayor/CEO of the Unified Government of Wyandotte County, Kansas City, Kansas, by virtue of the authority vested in this office by K.S.A. 48-932, as amended, do hereby PROCLAIM that a State of Local Disaster Emergency exists.

—I DO FURTHER PROCLAIM that the area within the County of Wyandotte, Kansas, covered by this proclamation is: ____

==

—I DO HEREBY INVOKE any and all rights and/or powers to perform such functions as are vested in this office by and through the provisions of the Kansas Emergency Preparedness Act.

I DO HEREBY PROCLAIM that this Proclamation shall remain in effect for a period of seven (7) days from this date, unless terminated earlier, or renewed, by consent of the Wyandotte County Board of County Commissioners.

—IN WITNESS WHEREOF, I, the undersigned Mayor/CEO of the Unified Government of Wyandotte County, Kansas City, Kansas, have hereunto affixed my signature this ____ day of _____, 20__, at ____ o'clock __m.

COUNTY SEAL

*_____
Mayor, CEO*

Unified Government of Wyandotte County, Kansas City, Kansas—

ATTEST: _____

Unified Government Clerk

Wyandotte County, Kansas City, Kansas

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~~5.6 Situation Report Format~~

~~WYANDOTTE COUNTY~~

~~EMERGENCY OPERATIONS CENTER~~

~~Activation Level—FULL PARTIAL—STANDBY~~

~~SITUATION REPORT NUMBER:~~

~~REPORT PERIOD: XXXX HOURS—YYYY HOURS~~

~~DATE/TIME:~~

~~INCIDENT NAME:~~

~~_____~~

~~SIGNIFICANT WEATHER THAT MAY IMPACT EFFORTS~~

~~CURRENT WATCHES AND WARNINGS~~

~~EXTENDED FORECAST:~~

~~_____~~

~~SITUATION BACKGROUND~~

~~OVERVIEW~~

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~~CURRENT SITUATION INFORMATION~~

~~INCIDENT ACTION PLAN INFORMATION~~

~~_____~~
~~_____~~

~~EMERGENCY OPERATION CENTER PRIORITIES:~~

~~The immediate priorities are:~~

- ~~1. _____~~
- ~~2. _____~~
- ~~3. _____~~
- ~~4. _____~~

~~_____~~
~~_____~~

~~CURRENT SITUATION IN WYANDOTTE COUNTY:~~

~~CONFIRMED FATALITIES:~~

~~REPORTED HOSPITALIZATIONS:~~



~~REPORTED INJURIES:~~

~~MAJOR DAMAGE REPORTED:~~

~~Homes:~~

~~Businesses:~~

~~Agriculture:~~

~~Electric Providers:~~

~~Water Systems:~~

~~Public Owned Facilities:~~

~~Schools:~~

~~Hospitals-Medical Facilities:~~

~~Natural Gas:~~

~~Pipelines:~~

~~Railroad:~~

~~Airports:~~

~~Communication Providers:~~

~~Bridges and Roads (publicly owned):~~

~~_____~~
~~_____~~



~~EMERGENCY SUPPORT FUNCTION (ESF) ACTIVITIES~~
~~ESF NUMBER - FUNCTION - ACTIVITIES~~

~~ESF 1 - TRANSPORTATION -~~

~~ESF 2 - COMMUNICATIONS -~~

~~ESF 3 - PUBLIC WORKS & ENGINEERING -~~

~~ESF 4 - FIRE FIGHTING -~~

~~ESF 5 - EMERGENCY MANAGEMENT -~~

~~ESF 6 - MASS CARE, HOUSING, & HUMAN SERVICES -~~

~~ESF 7 - LOGISTICS & RESOURCE SUPPORT -~~

~~ESF 8 - HEALTH & MEDICAL -~~

~~ESF 9 - SEARCH & RESCUE -~~

~~ESF 10 - HAZARDOUS MATERIAL & RADIOLOGICAL -~~

~~ESF 11 - AGRICULTURE & NATURAL RESOURCES -~~

~~ESF 12 - ENERGY -~~

~~ESF 13 - PUBLIC SAFETY -~~

~~ESF 14 - LONG-TERM RECOVERY -~~

~~ESF 15 - EXTERNAL COMMUNICATIONS -~~



~~_____~~
~~_____~~

~~_____~~
~~_____~~

~~DISASTER DECLARATION - COUNTY~~

~~Date~~

~~DISASTER DECLARATION - STATE~~

~~Original/Amendment -~~

~~Original State Declaration-~~

~~PRESIDENTIAL/FEDERAL~~

~~Type - Date - Time - Counties Declared~~

~~MAJOR - INDIVIDUAL ASSISTANCE-~~

~~MAJOR - PUBLIC ASSISTANCE-~~

~~MAJOR - INDIVIDUAL AND PUBLIC ASSISTANCE-~~

~~SMALL BUSINESS ADMINISTRATION~~

~~_____~~
~~_____~~
~~_____~~

~~REPORT PREPARED BY - TITLE~~

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5.7—EOC Activation Checklist

EOC ACTIVATION CHECKLIST

STAFF AVAILABLE	1	2	3
NOTIFY FIRE DISPATCH OF ACTIVATION BY PHONE	X	X	X
POLL SIRENS - check status- LOG TO WEBEOC	X	X	X
LOCAL GOVERNMENT (800Mhz) RADIO ROLL CALL - add Streets, Transit, WPC?	X	X	
ACTIVATE CONTROL STATION - StormLab, NWS Chat, maps, cameras, etc.	X	X	X
Staff EOC- CERT-UG Staff Team	X	X	
WEBEOC - create incident, log in, log events	X	X	X
SENIOR MANAGEMENT PAGE - create one Emergen group	X		
PAGE RACES NET CONTROL & SPOTTERS, if appropriate	X		
ACTIVATE NET CONTROL, if appropriate	X		
NOTIFY EAST SECURITY OF VOLUNTEERS/STAFF NEEDING BUILDING ACCESS	X		
CHANGE ACTIVATION STATUS ON REGIONAL WEBEOC	X		
Lights - Projectors- databases	X		
SET NET CONTROL - RACES	X		
Set video Conference	X		
WYCO FOR THREAT			

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2017² Emergency Operations Plan

ESF 5—Emergency Management

Notify Technology we are activated-EMAIL?	
ACTIVATE CAMERA SYSTEMS	X
Notify 311 Center Staff	
Decide on ESF activation required	
Set staffing schedule	
Set IAP / Battle Plan schedule	
Set meeting and SIT Rep schedule	
Decide on schedule and need for Preliminary Damage Assessment	
Determine GIS Staffing Need	
Determine DOTS Staffing Need	

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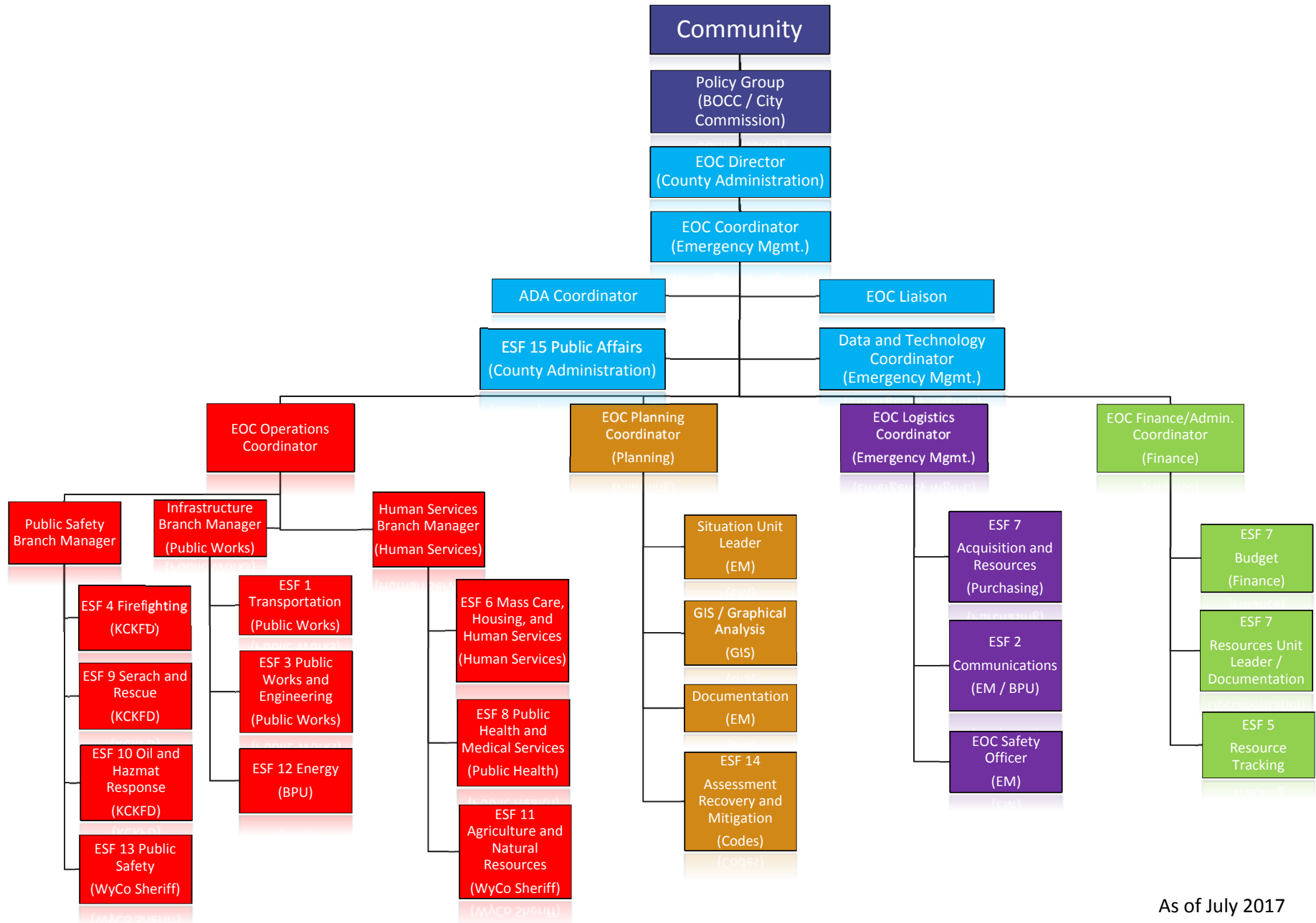


Attachment 1 EOC Staffing roster and emergency management contacts

Contact lists for equipment, personnel and services/contracts are maintained by each agency and/or division. Below is contact information to obtain an EOC staffing roster with other emergency management contacts.

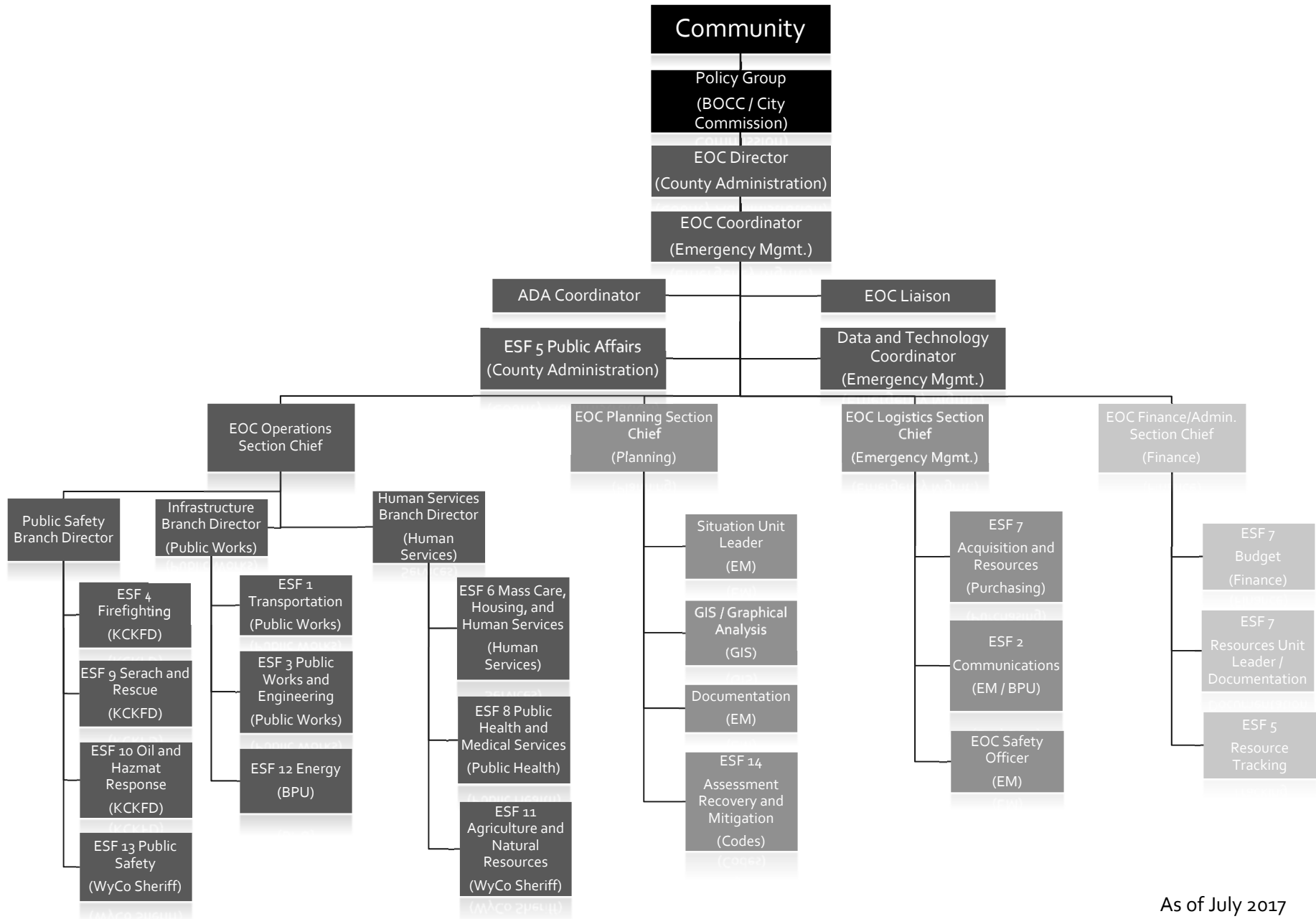
Type of Resource	Maintained By	Title	Phone Number
Staff roster for EOC	Wyandotte County Emergency Management	EM Staff	913-573-6300
Emergency management contacts	Wyandotte County Emergency Management	EM Staff	913-573-6300

Wyandotte County Emergency Operations Center Organizational Chart

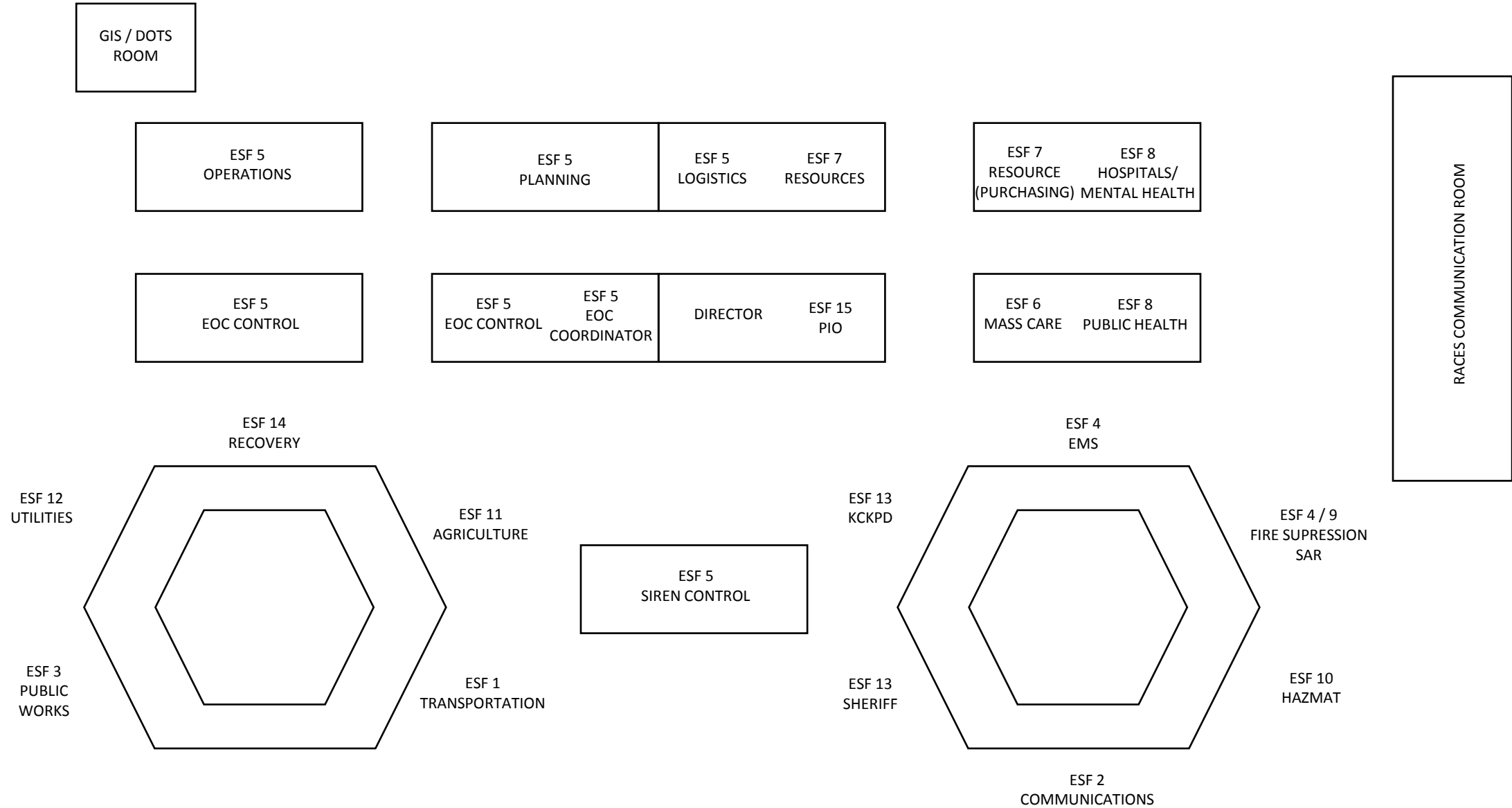


As of July 2017

Wyandotte County Emergency Operations Center Organizational Chart



As of July 2017



EOC SEATING LOCATIONS

11-18-16

Larry Eker

Rev 3



Attachment 4 Local Declaration

**PROCLAMATION OF A
STATE OF LOCAL DISASTER EMERGENCY
FOR THE
COUNTY OF WYANDOTTE, KANSAS**

WHEREAS, on the _____ day of _____, 20____, I find that certain conditions have caused, or imminently threaten to cause, widespread or severe damage, injury or loss of life or property in disaster proportion in the County of Wyandotte, Kansas; and

WHEREAS, such conditions hinder and endanger the health, safety, and welfare of persons and property within the County of Wyandotte.

NOW, THEREFORE, I, the undersigned Mayor/CEO of the Unified Government of Wyandotte County, Kansas City, Kansas, by virtue of the authority vested in this office by K.S.A. 48-932, as amended, do hereby **PROCLAIM** that a State of Local Disaster Emergency exists.

I DO FURTHER PROCLAIM that the area within the County of Wyandotte, Kansas, covered by this proclamation is: _____

I DO HEREBY INVOKE any and all rights and/or powers to perform such functions as are vested in this office by and through the provisions of the Kansas Emergency Preparedness Act.

I DO HEREBY PROCLAIM that this Proclamation shall remain in effect for a period of seven (7) days from this date, unless terminated earlier, or renewed, by consent of the Wyandotte County Board of County Commissioners.

IN WITNESS WHEREOF, I, the undersigned Mayor/CEO of the Unified Government of Wyandotte County, Kansas City, Kansas, have hereunto affixed my signature this _____ day of _____, 20____, at _____ o'clock ____M.

COUNTY SEAL

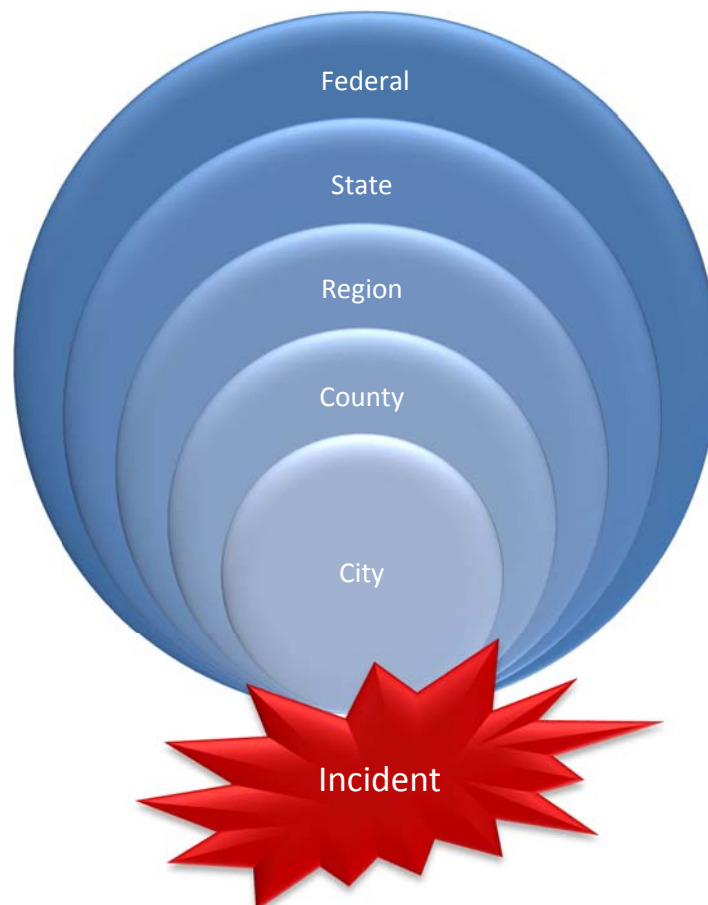
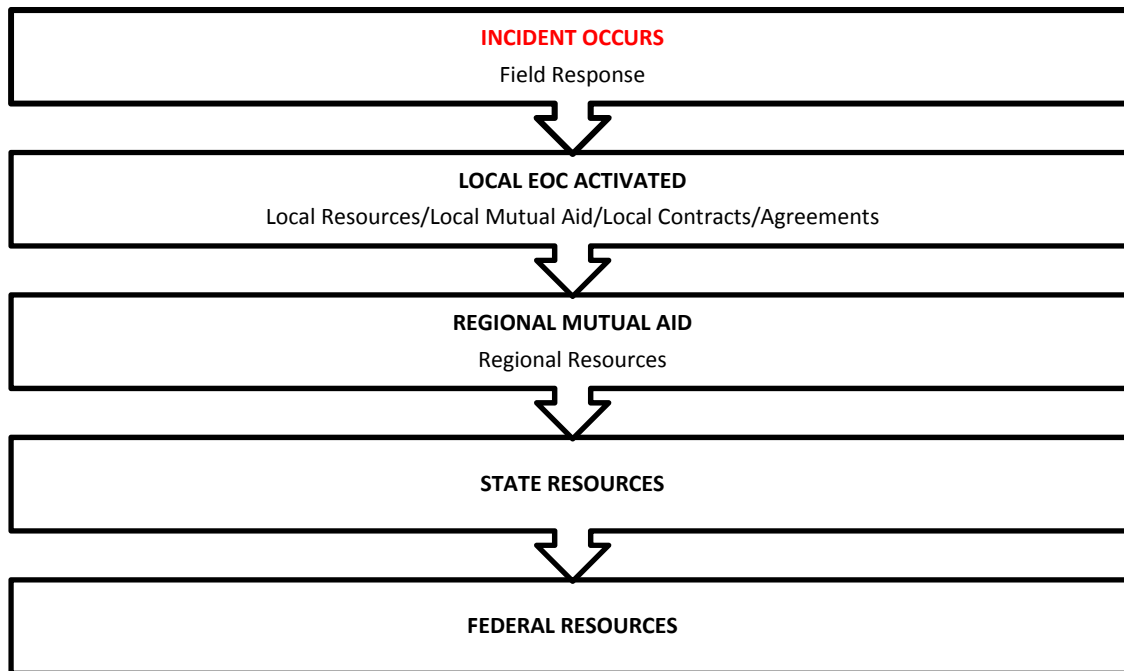
ATTEST:

Mayor, CEO
Unified Government of Wyandotte County,
Kansas City, Kansas

Unified Government Clerk
Wyandotte County, Kansas City, Kansas



Attachment 5 – Illustrations of resource continuum



EOC ACTIVATION LEVELS	II	Initial	III	Initial	IV	Initial
Poll Sirens	X		X		X	
Log Into the minimum computers as indicated in the EOC Weather Activation Preliminary Preset	X		X		X	
Turn on the minimum monitors and projectors as indicated in the EOC Weather Activation Preliminary Preset	X		X		X	
Set the minimum Radio Desk Sets as indicated in the EOC Radio Setting Chart.	X		X		X	
Notify Fire Dispatch of Activation by Phone	X		X		X	
Notify East Security of Volunteers/Staff Needing Building Security	X		X		X	
Enter into WebEOC Position Log that the EOC is activated.	X		X		X	
Enter into the WebEOC Metro EOC Status Board that the EOC is activated.	X		X		X	
Log into the remaining EOC Computers as indicated in the EOC Activation Preset	X		X		X	
Turn on the remaining projectors and monitors as indicated in the EOC Weather Activation Preset.	X		X		X	
CERT Team	X		X		X	
WebEOC						
Log Into WebEOC	X		X		X	
Create Incident	X		X		X	
Log events	X		X		X	
Notify East Security of Volunteers/Staff Needing Building Security	X		X		X	
Change Activation Status on Regional WebEOC	X		X		X	
STAFF EOC	X		X		X	
RACES EOC Support Team	X		X		X	
CERT EOC Support Team	X		X		X	
Notify Technology we are activated - EMAIL			X		X	
Senior Management Page			X		X	
Notify 311 Staff			X		X	
Decide on ESF Activation Required			X		X	
Set Staff Schedule					X	
Set IAP Battle Rhythm					X	
Decide on schedule and Need for Preliminary Damage Assessment					X	
Determine GIS Staffing Needs					X	
Determine DOTs Staffing Needs					X	
Date / Time:						
EOC Manager:						

Level I (Monitoring)

The EM Duty Officer is continually monitoring weather conditions and various other information sources for International, National or Local events which have potential to impact the citizens of Wyandotte County. The EOC is not staffed.

Level II: (On-Site Monitoring Operations and Low Impact Events)

This level of activation indicates that an event has happened, or has the potential to happen, that requires active monitoring by the Duty Officer and possibly support from other EM staff and/or volunteers. A Level II event might also have the potential to require resources beyond those routinely available to responding agencies. Typical Level II EOC activations are for severe weather monitoring or mutual aid deployments. The EOC is typically only staffed by EM staff and select volunteers with support by other Command Staff members and EOC Responders remotely.

Level III: (Moderate / Medium Impact Events)

This level of activation can be initiated by an event that requires a major response by multiple agencies and the significant commitment of resources from several additional agencies but is still within the capabilities of local resources to control. Typical Level III EOC Activations are for events that have caused moderate damage to homes or infrastructure, are significant health risks and hazardous materials incidents requiring the commitment of resources from several agencies to bring the situation under control. A local emergency declaration might be necessary. Level III activations typically have all Command Staff and some, but not all EFS units staffing the EOC.

Level IV: (High Impact Events)

This level of activation typically requires the EOC to be fully staffed by the EOCs and most likely will be running on 24 hour a day based on multiple operational periods. These events require an extensive response and commitment of resources from many agencies both within and outside of Wyandotte County. A local emergency declaration will likely be issued and assistance may be required from State and/or Federal agencies. Examples of Level VI EOC activations are for weather events that displace a large number of people; and /or incidents requiring the activation of most if not all Emergency Support Functions (ESFs).