



Public Works and Safety Committee
Standing Committee Meeting Agenda
Monday, October 23, 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 October 23, 2017 Agenda**

III. **Approval of standing committee minutes from August 28, 2017**

IV. **Measurable Goals**

V. **Committee Agenda**

Item No. 1 - ORDINANCE: AMEND SECTIONS 32-27, 32-29(A) AND (C), 32-179 AND 32-180 RELATING TO THE USE OF THE RIGHT-OF-WAY

SYNOPSIS: An ordinance amending and updating Sections 32-27, 32-29(a) & (c), 32-179, and 32-180 of the Unified Government's Right-of-Way Ordinance, regulations, and specifications for the maintenance, restoration, and use of the right-of-way, submitted by Ryan Haga, Legal Department.

Tracking #: 171341

Item No. 2 - RESOLUTION: PUMP STATION 50 ELIMINATION AND NEW INTERCEPTOR SEWER PROJECT

SYNOPSIS: A Resolution declaring the necessity and authorizing a survey and descriptions of lands necessary for the construction, maintenance, operation, use or repair of sanitary sewer infrastructure located at or about Donahoo & I-435 along Conner Creek to the Wolcott Treatment Plant (CMIP Nos. 6182) for the Unified Government's Pump Station 50 Elimination and New Interceptor Sewer

Project., submitted by Ryan Haga, Legal Department.

Tracking #: 171338

Item No. 3 - REPORT: SOLID WASTE PLANNING COMMITTEE

SYNOPSIS: Request approval of the Solid Waste Planning Committee's annual report of the Wyandotte County Solid Waste Plan as required by the Kansas Department of Health and Environment (KDHE), submitted by Tim Nick, Public Works Department.

Tracking #: 171334

Item No. 4 - PROPOSED REVISIONS: COUNTY DEBRIS MANAGEMENT PLAN

SYNOPSIS: Request approval of proposed revisions to Debris Management Plan of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Tracking #: 171337

Item No. 5 - PROPOSED REVISIONS: COUNTY EMERGENCY OPERATIONS PLAN - BASE PLAN

SYNOPSIS: Request approval of proposed revisions to the Base Plan of the County Emergency Operations Plan (CEOP), submitted by Matt May, Emergency Management Director.

Tracking #: 171340

Item No. 6 - REPORT: 2018 CMIP PROJECTS

SYNOPSIS: Staff will present a summary of the major infrastructure projects that will begin or continue construction in 2018, submitted by Brent Thompson, Public Works Department.

For Information Only

Tracking #: 171343

VI. Public Agenda

VII. Adjourn

**PUBLIC WORKS AND SAFETY
STANDING COMMITTEE MINUTES
Monday, August 28, 2017**

The meeting of the Public Works and Safety Standing Committee was held on Monday, August 28, 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 (arrived at 5:10 p.m.), Markley, Kane, Johnson; and Jeff Bryant, BPU Board Member. The following officials were also in attendance: Gordon Criswell, and Melissa Sieben, Assistant County Administrators; Angela Lawson, Deputy Chief Counsel; Ryan Haga, Assistant Counsel; Susan Alig, Casey Meyer, Meaghan Shultz, and Grant Williams, Attorneys; Emerick Cross, Commission Liaison; Kathleen VonAchen, Chief Financial Officer; Don Ash, Sheriff; Mary Pollock, Director of Juvenile Intake Assessment Center; Jeff Fisher, Executive Director of Public Works; and Sarah White, Project Engineer for Public Works.

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

Chairman Bynum said we do have two revisions to tonight's agenda. We have a blue sheet that was distributed. It reschedules Item No. 1 from the agenda to a later meeting in September, so the Juvenile Grant will not be presented tonight. Item No. 1 won't be heard tonight. We also had a pink sheet that went out last Friday that added an item, which is the Edward Byrne Memorial Justice Assistance Grant.

Approval of standing committee minutes for June 26, 2017. **On motion of Commissioner Markley, seconded by BPU Board Member Bryant, the minutes were approved.** Motion carried unanimously.

Committee Agenda:

Item No. 1 – 171234... GRANT: KDOC JUVENILE REINVESTMENT GRANT AND REGIONAL COLLABORATION GRANT FY 2018

Synopsis: KDOC issued this juvenile grant opportunity with a due date of September 5, 2017. The notice is attached. The final version of the application will be submitted by August 17th, submitted by Phil Lockman, Community Corrections.

Action: **Item rescheduled for September 25, 2017.**

Item No. 2 – 171239... RESOLUTION: DONATING OBSOLETE 2007 DODGE CHARGER SHERIFF'S VEHICLE

Synopsis: Authorizing the Wyandotte County Sheriff Department to donate an obsolete 2007 Dodge Charger Sheriff's vehicle to Kansas City, Kansas Community College for training purposes, submitted by Grant Williams, Legal.

Grant Williams, Legal, said I am proposing a resolution for the Sheriff's Department to donate an obsolete 2007 Dodge Charger Sheriff's vehicle to the Kansas City Kansas Community College for their training purposes. Currently the car has a lot of dents in it, cracked bumpers, rusted floorboards, torn carpet and upholstery. Mechanically it still runs but it's not fit for duty as it stands right now. The car can fetch probably about \$1,000 at an auction being optimistically. We've spoken with the Kansas City Kansas Community College Criminal Justice Program Coordinator and he would like to use it for their Auto Technology Program as well as their Criminal Justice Program. It will be stripped of all the Sheriff's decals but they leave the light bar on and the consoles, the toggles and the transport cage because they will not fit the current Sheriff's vehicles.

Action: **Commissioner Kane made a motion, seconded by BPU Board Member Bryant, to approve.**

August 28, 2017

Chairman Bynum said before we vote I would like to acknowledge Sheriff Ash is here, who also serves on the college board of trustees. Do you have anything at all you want to—**Donald Ash, Sheriff**, said I think all the pertinent information's been covered.

Roll call was taken and there were five "Ayes," Bryant, Markley, Kane, Johnson, Bynum.

Item No. 3 – 171245...ORDINANCE: BICYCLE LAMP TRAFFIC

Synopsis: The Kansas Legislature amended state statutes during the 2017 session. The attached Bicycle Lamp Traffic ordinance amends the Section 35-694 -- Lamps and other equipment on bicycles, in the Municipal Code to reflect the changes in state statutes, submitted by Casey Meyer, Legal.

Meagan Schultz, Legal, said the state statute has changed their statute regarding bicycle lamps and we're just attempting to come into compliance with the state statute. **Chairman Bynum** asked is it that they're required now. **Ms. Schultz** said yes. They have to be able to be seen from 500 feet on the front. **Chairman Bynum** said I think that's a good idea. Anyone have any questions?

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

Item No. 4 – 171246... ORDINANCE: AMENDING OFFENSES IN THE MUNICIPAL CODE

Synopsis: The Kansas Legislature amended state statutes during the 2017 session. The attached Offense ordinance amends the following sections in the Municipal Code to reflect the changes in state statutes: Section 22-41 -- Domestic Battery; Section 22-290 -- Narcotics and other drugs; Section 22-317 -- Possession, use of simulated controlled substances, drug paraphernalia prohibited; Section 22-352-- Violation of Protective Order, submitted by Casey Meyer, Legal.

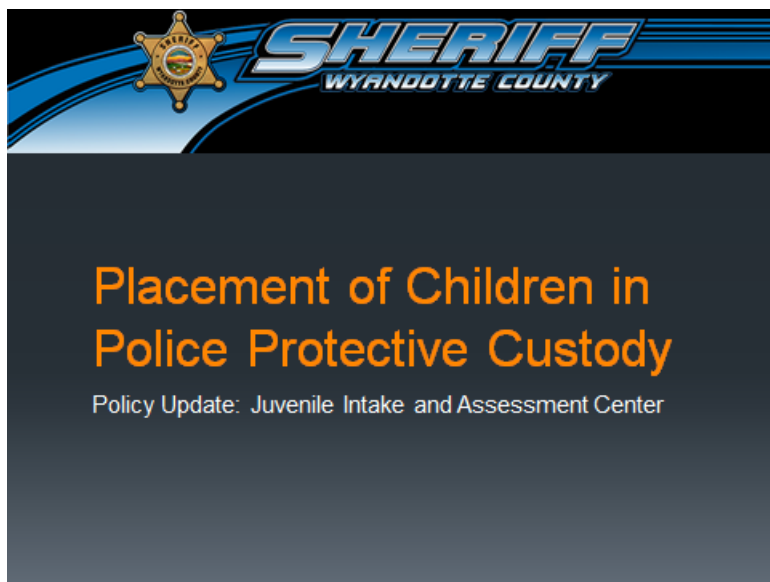
Casey Meyer, Legal, said these are updates regarding Section 22-41, which is the Domestic Battery Ordinance; Section 22-290 which is the Narcotics and other drugs section; Section 22-

317 which is Possession, use of simulated controlled substances and drug paraphernalia; and also Section 22-352 which is a change in the Violation of Protective Order. These are all 2017 statutory amendments which we are making our changes to be consistent with.

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

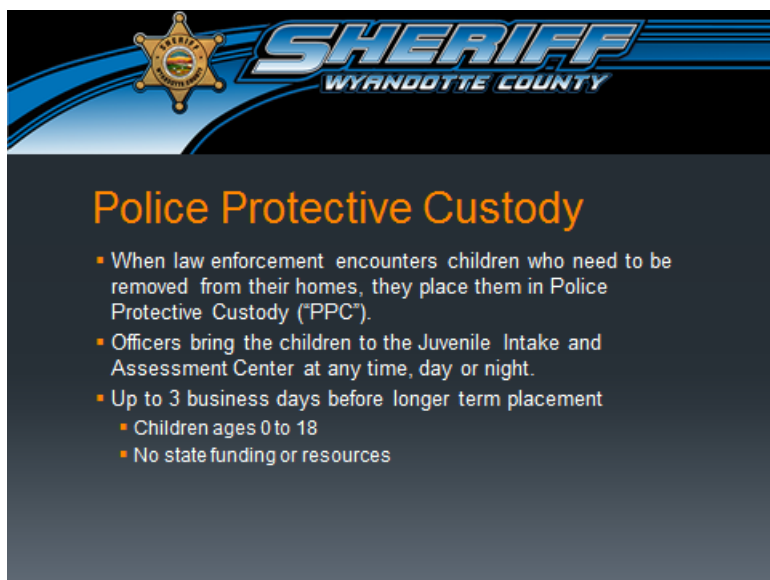
Item No. 5 – 171247... JUVENILE INTAKE AND ASSESSMENT CENTER POLICY

Synopsis: The Juvenile Intake and Assessment Center (JIAC) is updating its procedure for placing children who are in police protective custody. Children may be in the Juvenile Intake and Assessment Center’s custody for up to three business days before a court makes a decision about a long term placement. This is an informational session about the community volunteers who take care of these children during this time period and the JIAC program that places children with them, submitted by Susan Alig, Legal.

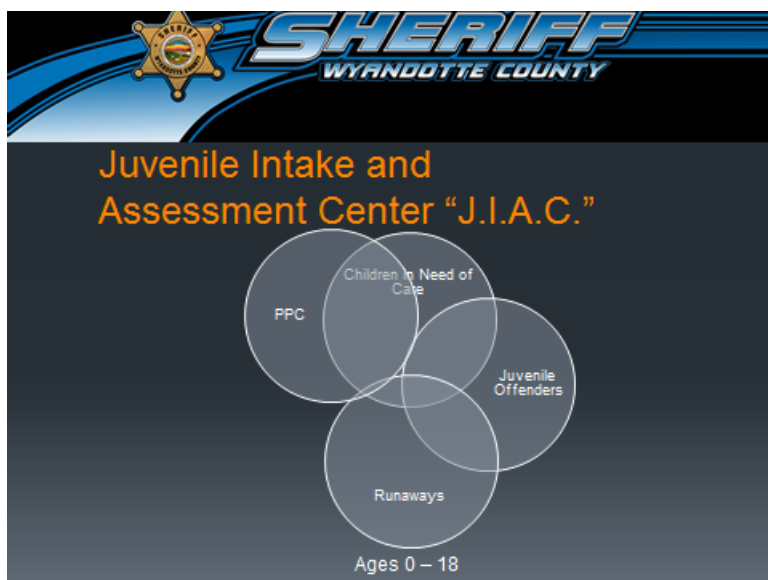


Susan Alig, Legal, said I am with the Legal Department. I have Mary Pollock here who is the Director of the Juvenile Intake and Assessment Center and we also have Sheriff Ash here. We’re here to give you a little bit of information about children in police protective custody. I just have a very brief PowerPoint to explain the situation that we found ourselves in and the policy that the

Sheriff has adopted. Ms. Pollock is here to answer any questions that you may have about the placement of children in protective homes.



This situation comes up when we have children who the police have taken into police protective custody. There can be a window of three business days before children who are taken into custody for their own protection see a judge and receive a longer term placement. Those children are taken to the Juvenile Intake and Assessment Center which is located in the Sheriff's Department. Ms. Pollock has to find a place for those children to spend that time period. That's three business days. That means that it could be five days if there's a weekend in there. It could be six days if there's a holiday.

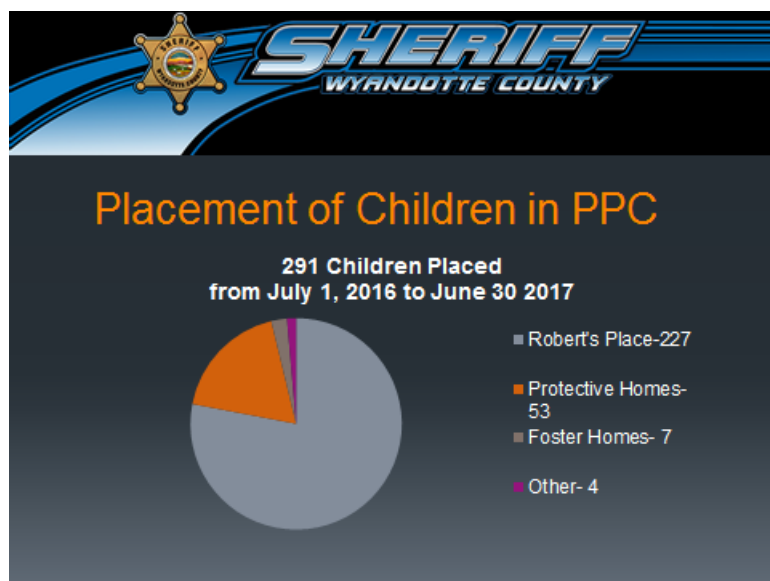


We're talking about children who are ages 0-18. There is no state funding or support for this time period for the care of these children. This is something that our community takes care of itself. We're talking about children who come through JIAC (Juvenile Intake Assessment Center) range from infants who have been immediately removed upon birth and placed in protective custody to juvenile offenders. Obviously, juvenile offenders are a different population from the kids that we're talking about here.



August 28, 2017

Here are a couple of pictures of the Juvenile Intake and Assessment Center. We have a little kiddo there hanging out with one of the Sheriff Department detectives. This is where the children are taken by law enforcement.



Ms. Pollock provided these statistics. You're probably all familiar with Robert's Place. I definitely don't want to give the impression that we're not using Robert's Place. We love Robert's Place. We have placed 227 children there. Robert's Place is licensed for children ages 3-18 and a lot of time it's a great place for teenagers, but not appropriate for the little tiny kids. Protective homes are fantastic for our little tiny kids or teens who just aren't quite appropriate to place at Robert's Place.

August 28, 2017



Protective Homes for Small Children



Protective Homes provide a safe, family environment for children who are too young for Robert's Place. For some children who are old enough for Robert's Place, a protective home may still be a better fit.

Robert's Place is licensed for ages 3 and up and is a valuable resource for older children.



Protective Homes

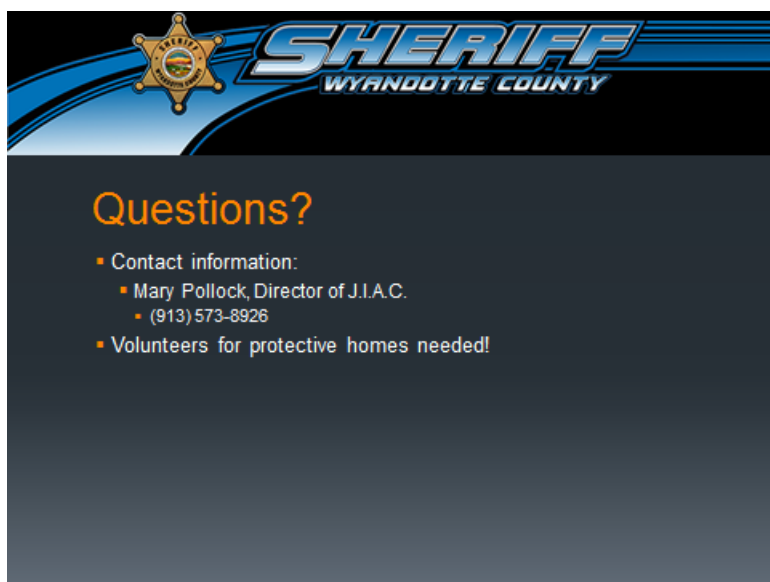
- Volunteers
- May be through a private organization
 - Global Orphans Project- faith based
 - Recently restricted Protective Homes to members of certain churches
- New policy allows us to run the program in-house
 - Background check- criminal and child abuse
 - Home walk-through
 - Training
 - Reporting requirements

Protective homes are community volunteers. They may be through a private organization. Before this policy we used the Global Orphans Project, which was a faith based organization that organized protective homes where we could place these children. Global Orphan's Project is still part of our group of resources. Unfortunately, they limit protective homes to members of certain churches.

We want anybody in our community who is an appropriate placement to be able to volunteer to do this, so we developed a new policy that allows us to run the program in-house

August 28, 2017

which gets us around that faith based requirement. The policy includes a background check for obviously a criminal history background check but also a child abuse registry background check, a home walkthrough, training which Juvenile Intake and Assessment will be developing and requirements that the responsible adults in the home report any violation of background check, walkthrough anything like that. We just came here to share the good work that Juvenile Intake & Assessment is doing and also to inform our elected officials in our community about this community need and the fact that we have some very altruistic community members that are stepping up to the plate and taking care of kids.



Do you have any questions? **Commissioner Johnson** asked is the only update that you're removing the faith based requirement. **Ms. Shultz** said the update is that instead of relying 100% on Global Orphans to identify the homes, train them and do the background checks, we are running a parallel program in-house where we identify the homes and do the background checks and all that. **Commissioner Johnson** said both. **Ms. Shultz** said yes.

Chairman Bynum asked do you currently need more volunteers. **Ms. Shultz** said yes. **Chairman Bynum** said so someone who would be willing then Mary, could call you at this number. **Mary Pollock, Director of Juvenile Intake Assessment Center (JIAC)**, said yes. What we're going to do is pick a couple of dates and put some training curriculum together and then we'll schedule a time for everybody to come in, hopefully in a group and do like maybe a

two to three hour training and be done. We're going to ask KVC to do the walkthroughs since they are the experts on that. We've got other little things that we'll have to work out, but if they can pass the background checks and everything, we desperately need them.

Chairman Bynum asked could we go back a slide or two where you showed us the pie chart. In a year's time 291 kids needed this. **Ms. Alig and Ms. Pollock** said yes. **BPU Board Member Bryant** said almost one a day. **Chairman Bynum** said that's a lot of kids. I mean I'm glad, like you said that Robert's Place can manage the bulk of them but you still have that gap that you're needing. **Ms. Pollock** said well and if we have several teenage children at Robert's Place and we get a six year old in, we're going to try to put the six year old in a protective home rather than over there with a bunch of teenagers.

Commissioner Johnson asked can you talk about your trends. If you're talking about basically one per day right now that would come out to obviously close to 350-375 children. How is that trending year-to-year? Are we taking in more now, less? Where are we in that scope? **Ms. Pollock** said it stays about status quo. We really don't see much fluctuation. I will say about two months ago, I believe it was May we had 40 in one week. No, I'm sorry. We had 17 in one week. We had 40 for the whole month. It's desperately needed. We've got some great protective homes through the Global Orphan Project. Unfortunately, we've lost some great protective homes because they don't go to a church that's affiliated with the project. We're really anxious to see what we can do with you know our people in our community.

Commissioner Johnson asked when you talk about bringing this in-house, is there a dollar number attached to bringing it in-house, the portion that we are. **Ms. Pollock** said no. Robert's house and foster homes get reimbursement by the state for the kids that they take in as protective custody. The protective homes, it's strictly voluntary. There's no money involved. Now as J.I.A.C. we try to send about three days worth of clothing with the kids if the parents won't bring clothes up or if the home wasn't clean enough to warrant having some clothes brought up then I've got funding in my grant that pays for clothing and hygiene products and shoes.

Commissioner Johnson said my final question is, do you have backlog by any chance or are there times that you do have backlogs during the year? **Ms. Pollock** said meaning like we have

kids sleeping in the office. **Commissioner Johnson** said yes, basically. **Ms. Pollock** said yes, we do. Traditionally our kids that are sleeping in the office are ones that have been placed at Robert's Place before and they have ran and so Robert's Place doesn't want them to come back. We try to find a foster home or a protective home but you know a 14, 15, and 16 year-old male it's hard to find placement for. So we've had them live in J.I.A.C. We've had little ones that have had to stay there because it was late at night and we couldn't find placement.

Commissioner Philbrook said so for those youth that can't go back to Robert's Place for whatever, and I'm sure there are reasons why, what type of care are we asking for, for those kiddos? What are we looking at? **Ms. Pollock** said for the older ones that have run from Robert's Place. **Commissioner Philbrook** said yes. I'm just saying well what type of facility do you have to have for that. **Ms. Pollock** said just a home. I mean we can't restrain. You can't lock them in. They can't be in a secure facility. It has to be staff secured; meaning they can yell at you please don't run. **Commissioner Philbrook** said I'm just asking because I think there's people out there that need to know as well as I that there are restraints but not that kind of restraints. **Ms. Pollock** said absolutely. **Commissioner Philbrook** said you can't lock them in the place so they can't go out the door. **Ms. Pollock** said they are not offenders. They are children that are in need of care. That's a whole different set of rules.

Gordon Criswell, Assistant County Administrator, said just a thought. I know you guys are developing some marketing materials to try to get the community to participate. Can we get that and run it through our HR Volunteer Program? We have a Volunteer Coordinator so as many hands I think as can touch what we're trying to do might get us a larger number, just a thought. **Ms. Pollock** said the only concern I would have is that if several different departments know who the protective homes are, then that kind of loses the creditability of it being protective. **Mr. Criswell** said well, we use non-UG employees for some of our volunteer stuff. I wasn't thinking of departments as much as our Volunteer Services Coordinator in HR. So it wouldn't be department heads. It would be regular citizens who volunteer. **Ms. Pollock** said just notifying them of the program, absolutely. **Mr. Criswell** said yes, okay. That's just another thought.

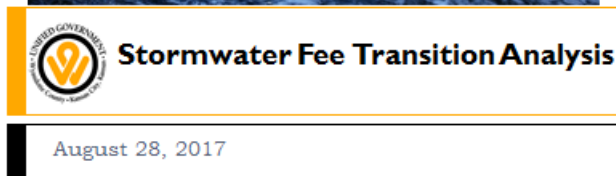
Chairman Bynum said thank you both for bringing the information. It is an information only item and we do appreciate the update and also just taking that on.

Action: For information only.

Item No. 6 – 171248...PRESENTATION: STORM WATER RATE TRANSITION ANALYSIS

Synopsis: Staff from Public Works Engineering will inform the standing committee on the Storm Water Rate Transition Analysis being conducted by Black & Veatch. The analysis will look at an impervious surface area calculation to determine storm water fees. Presentation will include purpose, analysis approach and anticipated timeline, submitted by Jeff Fisher, Executive Director of Public Works.

Jeff Fisher, Executive Director of Public Works, said you may be familiar with Sarah White who's our Green Infrastructure Engineer; she'll be the staff project manager and then Anna White to her right is with Black & Veatch, she'll be the project manager and subject matter expert. We have two important objectives over the next couple of years regarding stormwater. One is master plan and the other is the fee analysis. They are going to be running in parallel.



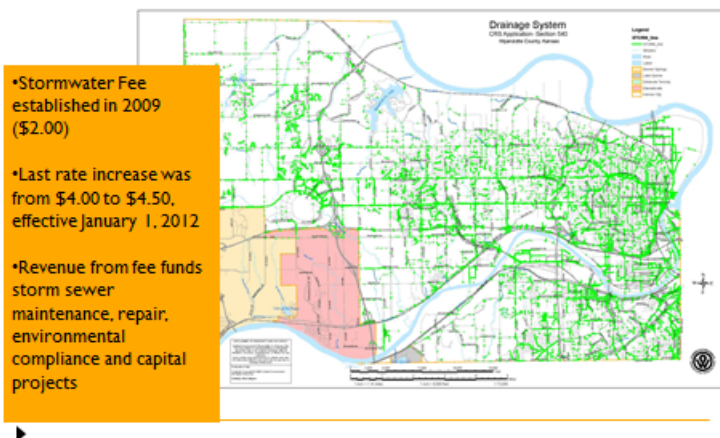
The Stormwater Master Plan is just getting ready to kick off so we have limited information but it will at a high level evaluate the system, how it's handling things, known issues that are

August 28, 2017

reoccurring and a few of them we are all very familiar with and then come to some conclusions on those, kind of a rough scope for those kinds of projects, big and small.

The fee analysis is then going to use that information to determine revenues needed. We choose Black & Veatch primarily because they're qualified, of course they're under contract and they've been working with BPU on similar analysis so it made sense. I'm going to hand over the project to Sarah. She's going to run through this. It's a short presentation. Anna's going to jump in in certain parts and then we'll field questions and comments at the end if you don't mind. **Chairman Bynum** said that sounds great.

History of Stormwater Fee



Sarah White, Project Engineer for Public Works; said just to do a quick history of our stormwater fee that we currently have at the Unified Government. The stormwater fee was established in 2009 at \$2. It is a fee. It is not a tax. It is a flat rate. The last rate increase was from \$4 to \$4.50 and that was effective January 1, 2012. That's where we're currently at. We haven't had an increase since then. The stormwater fee is based on—it's added to your BPU bill and it is based on the electric account. It's tied to an electric account in the BPU bill.

The revenue from the fee funds our storm sewer maintenance and repair, our environmental compliance that we have with our current consent decree, as well as our NPDES permit, and then our capital improvement projects which the first big capital improvement project was the Stony Point Stormwater Enhancement Project that's going on, phase two right now. That's where these funds came from. **Commissioner Philbrook** said excuse me, can you tell

everybody what NPDES? **Ms. White** said National Pollutant Discharge Elimination System **Commissioner Philbrook** said so how clean our water is and we get charged every month. **Ms. White** said yes. It's our permit that we have with KDHE for stormwater. **Ms. White** said this map just shows, the lime green color our stormwater system in the areas that we do maintenance on. I'll hand it over to Anna and she's going to explain a little bit about the program.

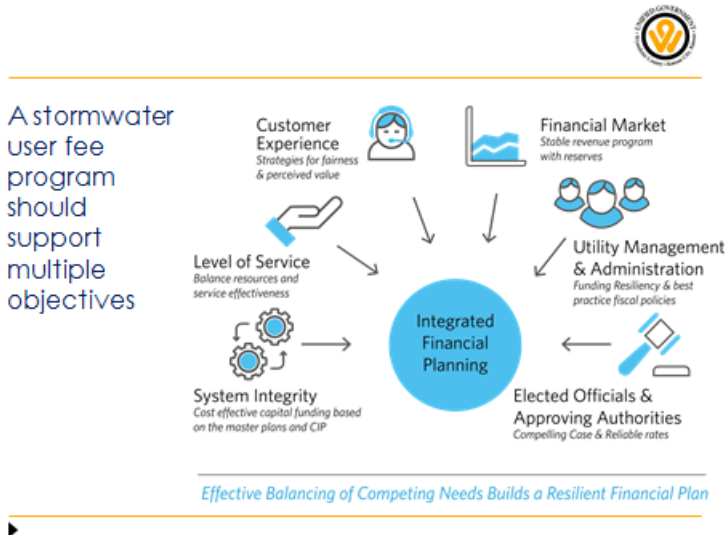
Purpose of Stormwater Utility Fee



- ▶ Mitigates burden on general funds, property taxes, and other sources
- ▶ Provide funds for maintenance of existing system, compliance with EPA mandates (Consent Decree) and new capital improvement projects
- ▶ Match revenue to service provided



Anna White, Black & Veatch, said there's a couple of different ways that stormwater costs can be recovered by a city or a county. It's not uncommon to recover those costs from the General Fund or from taxes or from another source, but it's becoming more and more popular and more of an industry standard to have a dedicated stormwater user fee to fund the costs necessary for stormwater control. The UG already has a dedicated stormwater fee for that so as Sarah mentioned, what this fee provides for is a dedicated funding source for the maintenance of the existing system, compliance with the EPA mandates, and for new capital projects that will be coming up in the future. One of the main reasons why it's becoming more and more popular to have a dedicated stormwater user fee is it provides a way to match the revenue that's being recovered with the services that are being provided. Therefore, we can tie the charge to the actual services being provided.



When we talk about a stormwater user fee program, there's a lot of different objectives that we're trying to meet with this program. The main two that I think everyone thinks about and what we've kind of mentioned already this evening is system integrity. That's making sure that we're taking care of the assets of the system as well as the level of service, that's the operation and maintenance expense associated with keeping the system running and providing the services necessary.

We also though need to take into account the customer experience and this is where we're talking about engaging the customer, involving the customer in the decisions surrounding the utility such as the user fee and what kind of services are being provided. So making sure that information is being provided to your stakeholders and your customers so that they are informed regarding what the user fee is being used for.

The financial market is also important to keep in mind if you plan on going out to the market for revenue bonds or some kind of funding source. It's important to make sure that we have a stable revenue source that will provide the support for getting loans or bonds in the market.

Utility Management and Administration; again we want to make sure we have a stable source of revenue so that the utility can be managed properly as well as having financial policies in place such as a certain amount of emergency reserve or an operating reserve so that all those policies are in place to make sure that the revenue that's being required is sufficient in order to fund the capital and the operating needs as well as to maintain revenue stability.

Finally, Elective Officials And Approving Authorities; we want to make sure that we're providing the information necessary so that the officials can make the decisions that need to be made with regard to the fee and the utility.

Why are we doing this analysis?



- ▶ Assessment of program needs and to enhance level of service
- ▶ Develop a 10 year financial plan
- ▶ Impervious area based rates to reflect stormwater runoff
 - ▶ Align with industry best practices
- ▶ Create a fair and equitable rate structure
 - ▶ Currently, Mr. Smith pays the same fee monthly as Mega Box Store



Why are we doing this analysis now? There's really kind of three big reasons. The first one is, we're going to do an assessment of the program needs and look at the level of service being provided and see if it needs to be enhanced. This kind of goes along with the Stormwater Master Plan that Sarah mentioned. This study is timed so that it will be wrapping up this first phase of it right when the Stormwater Master Plan will be done. Then we anticipate we would integrate the findings of that Stormwater Master Plan into the final findings for this study.

The second one is to develop a ten-year financial plan. So as I mentioned, looking at the revenue stability for the utility and making sure that it's bringing in the amount of revenue necessary to provide the services needed. What we're going to develop is a ten-year financial plan looking at how much revenue is currently brought in with the current fee and how much revenue is needed, so looking at all the different revenue requirements for the system and making sure our revenue matches our revenue requirements. The third thing that we're going to be doing is looking at the actual rate that's being charged and the rate structure. Sarah mentioned it's currently \$4.50 per month for an electric account. Industry best practice indicates that while some utilities do still have that flat fee per account, that's not that uncommon, more and more utilities are moving to the impervious area based fee and the reason for this is because it's a way

to create a fair and equitable rate structure. If I can explain this to you using an example of water, because as Jeff mentioned, we also work with the BPU. If you think about how you pay for your water, you pay based on the amount of water that you used. For stormwater having a flat fee based on your electric account, there's absolutely no connection there between the stormwater runoff that comes off of your property and your electric account; the fact that you have an electric account. So by moving to this impervious area based fee we're doing the connection there between what causes the need for stormwater control and a stormwater utility to how we recover the fee. In other words customers that have more impervious area would pay more versus customers that have less impervious area and so we're creating a fair and equitable rate structure and Sarah's going to talk a little bit about what that means.

Example: Target

- ▶ Target at 119th and Metcalf (Overland Park)- approximately \$534/month
- ▶ 663,000 sf impervious area X \$2.00 per ESU per month
- ▶ Target at Village West (KCK)- \$4.50/month
- ▶ flat fee of \$4.50/month



Ms. White said during the Economic Development & Finance Committee meeting, Commissioner Murguia brought up a question of, what is the Target paying at 119th in Overland Park compared to our Target out at Village West and what that looks like. This is just some data that we got. Overland Park, their current ESU (equivalent stormwater unit) is \$2 per ESU. Their rate study that they did came up with that number based on their revenue needs. If that Target at 119th & Blue Valley Parkway—they are paying approximately \$534 per month. The Target out at Village West since we have the flat fee, they're paying \$4.50 a month. That's quite a bit of difference there.

Example: Residential

- ▶ Single Family Residential at 119th and Metcalf (Overland Park)- \$2.00/month



- ▶ Single Family Residential at Hutton & Parallel (KCK)- \$4.50/month



Here's an example of the residential. I took two neighborhoods that are near the Target at the different locations and a single-family residential near the Target on 119th in Overland Park is paying \$2 a month and then here's a neighborhood near the Target out in Piper and they're paying the flat fee of \$4.50 a month. This is an example of something that's not quite fair but it's going on.

Credit Program



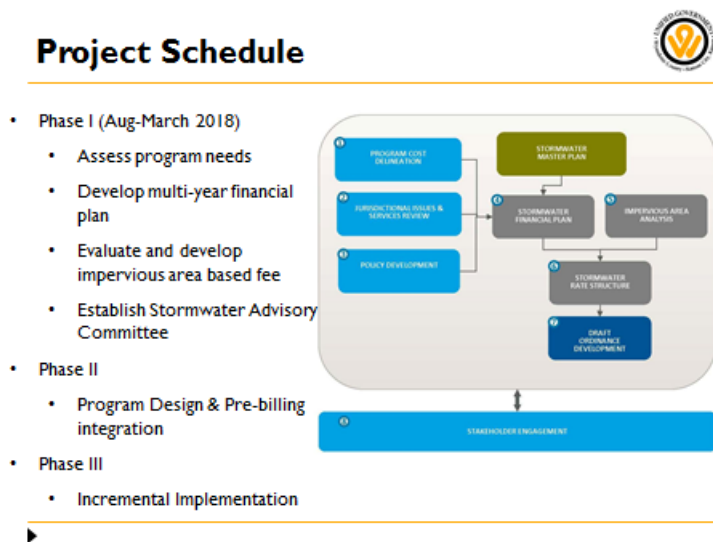
- ▶ Customer has some ability to control their fee
- ▶ Align with the UG's Green Infrastructure Initiative



One of the things that an impervious based rate structure lends itself to is the ability to have a credit program. This would be something that we look into having. This wouldn't be until a later

phase, but a credit program would allow the customer to have some ability to influence their fee. As you know with our development process anything over an acre is required to do some form of stormwater treatment, best management practice. This would be a way to encourage and help these businesses that are already doing this stuff and get credit for the stormwater that they're capturing onsite and keeping onsite.

Chairman Bynum asked can I stop you there. Such as, if they were to develop with like what you're showing in the lower corner, the pervious payment and the pond—**Ms. White** said pervious payment for the wet land. **Chairman Bynum** said it cleans the water as it filters it. Is that what you mean? **Ms. Anna White** said yes. There's different stormwater treatment that's required that can help with facilitating the flows that would be coming off a now impervious site. With the impervious based structure you could implement these kinds of credit programs. Target, who built would have maybe a detention basin and they would be able to maybe reduce their stormwater fee if they had an up and running detention basin. This also aligns with our—the UG's Green Infrastructure Initiative.

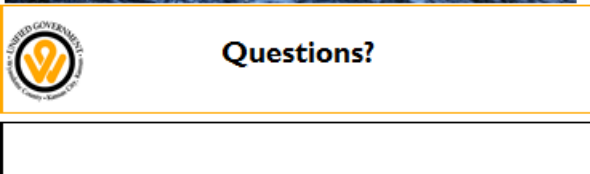


This is our project schedule. We're currently in Phase I and that will be going until March 2018 and I'll have Anna kind of talk a little bit about the different phases. **Ms. Anna White** said in Phase I we're really targeting the three things that I mentioned earlier. Looking at the program needs, developing that financial plan and evaluating the impervious area based rate. We are

going to go through the process of determining what the revenue requirements are and the amounts of impervious area that we have available and look at it on a customer basis and determine what that fee would look like if we did move to that.

Another real important step in Phase I is developing the Stormwater Advisory Committee. This is going to be a group of 12-15 individuals representing all different parts of the community. Representing the schools, health associations, faith based programs, condominiums, multi-family, residential, and industrial. We're going to try to find somebody from every area to be a part of this committee and they'll serve in an advisory role so we can present our ideas and our findings to them and get their feedback. That will give us a good idea of how the public and the community will react to this change. That's what we're doing in Phase I is developing the advisory committee and coming up with a preliminary user fee if it was based on impervious area. At that point it will be up for decision by the board to decide whether to move forward with Phase II which will be actually creating and implementing that fee.

In Phase II, we would do some of the program design and the prebilling and then Phase III is when we would actually work that into the billing system and start billing based on impervious area. We would anticipate if we got through Phase III, the Stormwater User Fee would be effective January 2020.



Chairman Bynum asked are there questions.

August 28, 2017

BPU Board Member Bryant said so from my calculations if you're collecting \$4.50 per electric account and we have about 65,000 electric accounts in Wyandotte County, you're getting about \$3.5M a year. Do we know what the future budget needs will be annually for stormwater? **Mr. Fisher** said no, we have some work to do. We need to identify capital needs and ongoing operational needs. We don't know that yet until we get to that master plan and get a little bit further into this process here. **BPU Board Member Bryant** asked do we know what we've been spending annually for the last five years. **Ms. White** said our current budget we have for stormwater maintenance, we have \$1M for stormwater maintenance. For example, the Stony Point Project, we had a budget of about \$4M for that. You can see that that uses up a year plus of revenue just for the one project. **BPU Board Member Bryant** said yes, that's why I was wondering if we knew what the average was. I get this. I get asked a lot about this specific fee on the utility bill. I'm assuming there are a number of streets in our city that don't have storm drains and I get asked because I'll give you a prime example. The street I live on does not have a storm drain and the water just runs down the street out into a field and down into a creek, but yet my neighbors have asked me why they have a fee for a storm drain that they don't have. Will one of two things happen? Will either that be looked at and eliminated from those residences that don't have storm drains or will the funding be used to ultimately bring storm drains to those streets. **Ms. Anna White** said I would say yes to both of those. We are looking at—part of Phase I is looking at the services being provided and to whom they are being provided too. So it would fall under that but also as part of, and I would assume it would come up in the Storm Water Master Plan, is what areas are not receiving service now that maybe should be and should that be included in the revenue requirements is enhancing the program to include everybody.

Ms. White said and part of another item I forgot to mention for the budget is also our MS4 compliance. Our stormwater compliance through EPA, which right now we have about \$400,000. That doesn't include all the other things that we're doing so that number can be a lot higher than that. The stormwater fee that everyone pays does include that compliance because any of the stormwater that's going to a creek, stream or lake, we are you know responsible for that as well. Even though you might not have a structure or pipe there is some contributing factor to that. **BPU Board Member Bryant** said yes and I mostly bring this up for educational purposes. It's just not the UG. The BPU has the same issues. I think our community college has the same issues about some of the fees and charges that we pass on to the residents. Not saying

that any of them are wrong or overly. It's mostly just a matter of educating the public on what value they're getting for that cost of living in a city and the charges that go along with the things that you get from being a city dweller. I just think a lot of it is taking the time to make sure that we're educating our residents on why those fees are necessary and what the value is. **Chairman Bynum** said thank you. I appreciate that.

Commissioner Markley said so I have been a longtime advocate of stormwater maintenance and construction of new stormwater partially because my district is one of those that just doesn't have a lot of infrastructure in that area. What I know from the couple of projects I've been able to sort of force through in my few years here is it's ridiculously expensive to fix a stormwater issue that impacts maybe 10 houses but it's a huge impact to those 10 houses but it just costs a lot of money. I love this. I think this is a great idea.

I know over the past few years we started tracking in a more manageable way what already existing issues we are aware of. Obviously, recent flooding has given us a whole different perspective on what areas may have issues and I'm hoping that we can start to aggregate that information as part of this study and figure out where are those priority areas and where can we begin putting this money. I'd love to get there before 2020, but I understand if that's as quick as we can do it, but I'm glad we're taking steps in that direction.

Commissioner Philbrook said just being the structure of our typography and of our community, we have a whole lot of little streams, creeks and stuff that run through and people don't realize how important it is that we actually pay attention. We do a lot of repair work around those and put new pipes and stuff in place and passovers. We work a lot around those just because of our community. We're not flat you know and thank God we're not like Houston, but we do have a lot of responsibilities because of all those extra waterways that we have. I don't know how you guys do it keeping track of all these. I want to thank you because I know there's been times that out of those little streams and stuff, occasionally we find some folks that are dumping stuff in our little streams and we fine those and it may not be us that fines them, maybe the state fines them, and then we have to go backwards and see who that bad person is or that group that's dumping a lot of stuff in that little stream. But we are responsible for that and as a community as a whole population everybody is responsible for making sure that we're not causing problems for others. That's how I can understand that even though I may not have something right by my place and I

don't and I'm right off of State Avenue and I don't have one. It goes down into it. It runs down the street and goes down into the stream that runs under State. I'm all for paying my two cents worth for that, but I know we really need to restructure on how we're paying for it. **Chairman Bynum** said I appreciate that comment.

Chairman Bynum said I just had a couple of comments kind of piggybacking off of BPU Board Member Bryant and also Commissioner Markley. Your comment about a large part of our work I think is education and helping our citizens, taxpayers and ratepayers understand what the fee is and why you pay it. For example, whether or not you have a storm drain in your neighborhood or not I think that's a really important piece for us as elected officials to help you with, if not take the lead on.

It might be a clumsy analogy, but you know within the taxes I pay, I am paying for police and fire protection whether or not I call the police ever and gladly doing that. That may or may not be a clumsy analogy, but it's the one that pops right to my head. As you said, those stormwater fees are technically doing work all across the community whether or not there's a storm drain in the neighborhood or not. I mean I live in area where there's no sign of a storm drain anywhere near me.

Then secondarily with Commissioner Markley's comments, I want to make sure that I'm understanding that our Stormwater Master Plan process hopefully is going to help us get to those answers of we know where the storm drains are not. Hopefully, the master planning process is going to help us not only with the fee structure but also the plan moving forward as to prioritizing where the next place for them should be. **Mr. Fisher** said yes, that's exactly right. There will be a scoring process for every project that's objective based on a number of different factors.

Commissioner Johnson said I was just thinking about what Commissioner Philbrook was talking about. I've got family and some of us also have family down in Houston and when you see situations going on as they are occurring right now it brings situations like this into clearer view. I'm just curious. It seems to me that we would be unlikely to receive the kind of rain that they are receiving down there, but what would it take for us to find ourselves in a similar type situation. While I know flooding is a reality in some of our districts right now and it could get a lot worse. Are we ready for something like that or is that such an unlikely occurrence given our typography and our location within the country. **Mr. Fisher** said yes, I'm not quite sure how to

answer that one. It's almost impossible to prepare for something like that and using an example from our past I think would be the 1993 flood. Right, that would be the last event here in this community that was that significant. That would be—that happens—the one before that was 1950, 1951. It's possible. It's hard to prepare for something like that but I think based on what I've seen since I've been here, the UG is in good shape. Our preparations are good.

Commissioner Johnson said I want to talk about the map a little bit on the impervious area fee. You know I get caught up in those numbers. When you talk about the \$2 analysis that you have in Johnson County, can you kind of walk me through how you get to like a \$534 per month fee? I mean what numbers are you using to get to that number? **Ms. Anna White** said it should be 663,000 square feet times \$2 divided by 12. **Commissioner Johnson** said okay. I figured it was easy but I was sitting here tinkering and I couldn't get that number to save my life. Okay, so I'm talking about a similar type of equation, is at least what we're going to be analyzing, whether its \$2 or some other number we don't know but that's what we're looking at.

The next slide was showing that in a residential, is that on a—are you saying that some of them will remain on a flat fee basis. Are the residential to remain on a flat fee basis or no? **Ms. White** said no, this is just an example. I mean we're paying—you know everyone pays a flat fee. In Overland Park a single family residential is at \$2. **Commissioner Johnson** said it's a flat fee. **Ms. White** said well, I think it's based on—it's still that ESU, that equation but—**Ms. Anna White** said if you paved your whole front yard, would it be different. **Ms. White** said it could bump you up I think. Some of the options are, there are some different alternatives. One would be just strictly that equation using percent and pervious. That would be kind of difficult for—we're going to look at that but that would be difficult for each house you'd be a little different. What a lot of people do is a tiered rate structure. So you'd have your single family residential 0-500 sq. ft. would be one, 500-1,000 sq. ft. and then yes maybe if you a large addition onto your house, would that bump you up, maybe but you're not going to have those meticulous calculations for each house. You'd fit into a tier.

Commissioner Philbrook said so in other words if you were figuring out how much impervious area there is like for instance out at our big complexes out just west of the Legends, that would be totally different than just suburbia so to speak. **Ms. White** said from what Anna and her colleagues have said the condos and apartment buildings can get a little tricky because it's based

on how they divide up their electric accounts and their bills but we have met with BPU and we'll continue to meet with them on how they do their billing structure.

Chairman Bynum said any more questions on this topic. We will look forward to hearing more from you as you move through that process. That was an information only item. That was a lot of good information.

Action: **For information only.**

Item No. 7 – 171250... RESOLUTION: BPU WATER DISTRIBUTION (SOUTH BETHANY-MUNCIE SITE IMPROVEMENT)

Synopsis: This resolution declares that this project is a necessary and valid improvement project. This resolution directs the Chief Counsel to cause a survey and description of such parcels to be undertaken and prepared by a licensed land surveyor or a professional engineer to identify and describe the property to be acquired for this project, and to submit an ordinance authorizing the exercise of eminent domain and to undertake all other necessary actions to complete the acquisition of such parcels, submitted by Ryan Haga, Legal.

Ryan Haga, Legal, said with me is Durward Johnson from BPU Water. This is a simple resolution survey for any kind of action that might be required for the site improvement project at the South Bethany & Muncie. Basically, my understanding of the project is that it will involve the building of a storage building and a new entrance site and a guardhouse. If you have any more specific questions regarding the project again, I have Mr. Johnson here with me.

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

Item No. 8 – 171284... GRANT: FFY17 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

Synopsis: Approval to apply for and accept the FFY17 Edward Byrne Memorial Justice Assistance Grant in the amount of \$106,511. The grant will begin October 1, 2017 and end September 30, 2020. There is no match required for this grant, submitted by Laura Cromwell, Management Analyst, Public Safety Business Office. It is requested that this item be fast tracked to the August 31, 2017 full commission meeting.

Pamela Waldeck, Assistant Chief, Police Department, said this is Captain Schumaker, the Commander of our Internal Affairs Unit. Laura couldn't be here tonight. I believe she is maybe having a baby. I'm filling in for her. We are seeking approval to apply for the Justice Assistance Grant. This grant we hope to use to replace antiquated software within our Internal Affairs system and our employee early tracking system which tracks pursuits, use of force and discipline that the officers are involved in. Currently the software that we're using is about 15 years old. We're not able to update that software. This system that we're trying to go with IAPro which is a sealed source provider is best practices and it's also in line with CALEA and we're asking for about \$55,000 on the grant and then the other portion of that grant we're asking for \$50,000 to send Commanders to the Senior Management Institute for Police which is a school that lasts about 20 days and we would like to be able to send the Commanders to that. It's held on the Boston University campus. It costs about \$10,000 all-inclusive to send each Commander.

Action: **Commissioner Johnson made a motion, seconded by Commissioner Kane, to approve.**

Chairman Bynum said we have discussion. **Commissioner Philbrook** said at the risk of asking a question that some of us may be assuming, this has all been looked at and it integrates well with the rest of our information and our IT stuff that we're doing for the overall information network now being taken care of for our city. Do you understand what I'm saying? I mean it's kind of a convoluted comment but it's—**Ms. Waldeck** said yes, this will be a standalone system but it will talk to our new CAD system that we're currently integrating. This will take some of the reports that actually aren't developed. They're not state mandated reports but our department reports,

we'll be able to do them in this software and then it will talk to, there's two sides to this software. It will talk to both sides and then it will be able to be uploaded into New World.

Chairman Bynum said in this grant, that I know our PD has applied for many times through this particular Justice Assistance Grant, are there times when they give you less than what you asked for? Is this kind of an all or none? I guess the second part of that is if they give us less than what we need, can we still do something? **Ms. Waldeck** said I believe we're told how much we can apply for on the front end. We were given a number of \$106,000 and told that we're eligible for that amount and we're applying for about \$105,500. We try to maximize. That's how we pick the projects is so we can maximize the amount we're being allotted. Does that kind of answer your question? **Chairman Bynum** said yes—do you have experience receiving less than what you asked for? **Ms. Waldeck** said not in this specific grant. I've seen it in other grants but this—**Chairman Bynum** said not this one. **Ms. Waldeck** said this specific grant, no.

BPU Board Member Bryant said in other words you don't need any additional monies for these. **Ms. Waldeck** said we should be able to complete both of these projects. I do know that if something comes up we can amend these grants once they're awarded so what we could do if we needed more money to implement the software program, we could send less people to the training and move that money over to the software side. I think we can work it out that way.

Roll call was taken and there were six "Ayes," Bryant, Philbrook, Markley, Kane, Johnson, Bynum.

Adjourn

Chairman Bynum adjourned the meeting at 5:52 p.m.

tpl



Staff Request for Commission Action

Tracking No. 171341

Full Commission Meeting Date: 11/16/17

Committee: Public Works & Safety

Date of Standing Committee Action: 10/23/17

(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>
10/11/2017	Ryan Haga	x5075	rhaga@wycokck.org	Legal

Item Description:

Amending and updating Sections 32-27, 32-29(a) & (c), 32-179, and 32-180 of the Unified Government's Right-of-Way Ordinance, regulations, and specifications for the maintenance, restoration, and use of the right-of-way.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

ROW Ordinance

Published _____

ORDINANCE NO. _____

An ordinance relating to the updating of regulations, provisions, terms, and specifications for the restoration and use of the Unified Government's right-of-way by right-of-way users, amending Sections 32-27, 32-29(a) & (c), 32-179, and 32-180 and repealing said original sections.

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

Section 1. That the following Sections are hereby amended to read as follows:

Sec. 32-27. - Use of the right-of-way by all ROW-users.

- (a) *Subordination to unified government use.* The ROW-user's use of the right-of-way shall in all matters be subordinate to the unified government's use or occupation of the right-of-way. Without limitation of its rights, the unified government expressly reserves the right to exercise its governmental powers now and hereafter vested in or granted to the unified government.
- (b) *Responsibilities of ROW-users.*
 - (1) It shall be the responsibility of the ROW-user to take adequate measures to protect and defend its facilities in the right-of-way from harm and damage.
 - (2) The unified government shall not be liable for any damage to or loss of any of the ROW-user's facilities within the right-of-way as a result of or in connection with any construction, excavation, grading, filling, or work of any kind, including public improvements, by or on behalf of the unified government.
 - (3) The ROW-user shall be responsible to the unified government and its agents, representatives, and authorized contractors for all damages suffered by them including, but not limited to, delay damages, repair costs, construction delays, penalties, or other expenses of any kind arising out of the failure of the ROW-user to timely perform any of its obligations under this article to the extent caused by the acts or omissions of the ROW-user.
 - (4) If another person, a subcontractor or otherwise, is doing work for the ROW-user, the person doing the work and the ROW-user shall both be liable and responsible for all damages, obligations, and warranties described in this article.
- (c) *Responsibilities of ROW-Adjacent Property Owners*

- (1) All persons or entities owning land adjacent to public Right-of-Way or Easement, upon which improvements are located, are responsible for the maintenance and repair of such improvements, including but not limited to the sidewalks, driveways, culverts, ditch maintenance, driveway approach, private street, private sewer, and tree trimming.
- (2) Whenever sidewalks are in need of repair or otherwise a safety hazard, the Unified Government Engineer may issue a Notice to Repair to the Owner of the property adjacent to the sidewalk. The Notice to Repair shall inform the Owner of the required repair or maintenance of the sidewalk and the maximum time period of which the Owner will be allowed to make such repairs. Such Notice to Repair shall give Owner not less than five days to make the required repairs, and no more than 60 days.
- (3) If the Owner fails to comply with the requirements of the Notice to Repair within the time specified in the Notice, the Unified Government Engineer may have such repairs made by the Unified Government. The Unified Government Engineer shall report the actual construction cost of repairs to the Unified Government Clerk for purposes of assessment in accordance with paragraph (4), below.
- (4) The Unified Government Clerk, at the time of certifying other Unified Government taxes, shall certify unpaid construction costs for sidewalk repairs plus an administrative cost of 5% of the unpaid repair costs. The Unified Government Clerk shall extend the total of such certified and assessed costs, including 5% administrative fee, on the tax roll of the County and the same shall constitute a special assessment against the lot or parcel of land abutting the sidewalk. The sidewalk repair costs shall be paid from the general fund or other proper fund of the Unified Government; and such fund shall be reimbursed when payments therefore are received or when such assessments are collected and received by the Unified Government.

~~(e)~~(d) *Disruptions of right-of-way.*

- (1) *General standards.*
 - a. Except when the unified government has issued a permit or except as otherwise provided by this article, no person shall disrupt the right-of-way.
 - b. If the ROW-user is responsible for creating a condition dangerous to the public health and safety, the unified government engineer may order immediate cessation of activity or institution of measures to correct the dangerous condition.
 - c. No person shall maintain any unsecured opening in the right-of-way that presents a hazard to the public.
- (2) *Abutting owner or occupier.* No person owning or occupying land abutting on the right-of-way shall construct, maintain, or permit in or on the right-of-way any fixed structure, material, or object which presents a hazard to the traveling public or which prevents the unobstructed flow of stormwater along the gutter of any street or which causes the adjacent pavement to deteriorate. If the unified government engineer deems any

structure, material, or object a hazard, he may require the property owner or occupier to remove it.

- (3) *Tree trimming.* A ROW-user engaging in tree trimming in the right-of-way shall obtain a permit and shall otherwise adhere to the provisions of this article. Owners of property are not required to obtain a permit to trim trees in the right-of-way adjacent to their property.

~~(d)~~(e) *Sidewalks, curbs, driveways, and culverts.*

- (1) *Construction subject to article.* Construction, alteration, repair, reconstruction, or restoration of sidewalks, curbs, driveways, and culverts shall require a permit and shall otherwise be subject to this article.
- (2) *Culverts.* Owners or occupiers of property abutting on uncurbed streets shall provide culverts to drain the surface water on such streets and adjoining property.

~~(e)~~(f) *Hauling.*

- (1) Hauling or moving any earth, excavated rock, rubbish, or used building and construction materials, regardless of where it originated, shall require a permit and shall otherwise be subject to this article.
- (2) All vehicles used to move or transport such materials shall have proper tailgates and sideboards and covering as determined by the unified government engineer.
- (3) If the earth, excavated rock, rubbish, or used building or construction materials are to be disposed of in the city, the disposal shall take place only between 7:00 a.m. and half an hour prior to sunset, Monday through Saturday. No such disposal shall take place within the city on Sundays unless prior written permission is granted by the unified government engineer.
- (4) Every hauling permit shall designate the route over which the material may be moved, and the material shall not be moved over any other street.

Sec. 32-29 – Work in Right-of-Way

(a) *Conditions governing performance.*

- (1) Except in cases of an emergency or with approval of the unified government engineer, no right-of-way work may be done when conditions are unreasonable for such work.
- (2) A permittee shall not at any one time open or encumber more of the right-of-way than shall be reasonably necessary to enable the permittee to complete the project in the safest and most expeditious manner.
- (3) A permittee shall not permit such an excavation to remain open longer than is necessary to complete the repair or installation.
- (4) The permittee shall perform work on the right-of-way at such times that will allow the least interference with the normal flow of traffic and the peace and quiet of the neighborhood. Except with the written approval of the unified government engineer, nonemergency work shall be restricted as follows:

- a. On arterial and collector streets may not be performed during the hours of 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.
 - b. On any street may not be performed at night or on weekends.
- (5) Right-of-way and street closure.
- a. Whenever a ROW-user shall excavate or disrupt any part of the right-of-way, it shall be its duty to maintain an adequate passage for vehicles and pedestrians across or around the excavation until it is backfilled as specified, unless the unified government engineer has issued a street closure permit.
 - b. Any ROW-user who for any reason excavates or disrupts the right-of-way and leaves any material, debris, or equipment in the right-of-way shall cause the site to be enclosed and properly secured with good substantial and sufficient barricades, drums, plates, warning lights, and orange safety fencing material as required by local, state, and federal laws or regulations or by the conditions contained in the right-of-way permit.
 - c. The unified government engineer may close any street or any part of it when he deems it necessary to accommodate work in the right-of-way, for the protection of public health or safety, or because of other special condition.
 - d. A permittee shall notify the unified government no less than ~~three~~ seven working days in advance of any excavation in or disruption of the right-of-way which requires street closure or which reduces traffic flow to less than two lanes of moving traffic. Depending on the size and complexity of the project and in the reasonable discretion of unified government engineer, more than seven working days may be required for the to accommodate any work in the right-of-way.
 - e. A permittee who requires a full street closure must obtain a street closure permit in addition to the right-of-way permit. An additional fee may be charged in an amount to be set by the county administrator.
- (6) Traffic control.
- a. When they are working in or disrupting the right-of-way, all ROW-users shall be responsible for traffic control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), with any regulations adopted pursuant to this article, and with any requirements contained in their right-of-way use permit.
 - b. All work performed in the right-of-way or which in any way impacts vehicular or pedestrian traffic shall be properly signed, barricaded, and otherwise protected at the permittee's expense. Such signage shall be in conformance with the MUTCD, unless otherwise agreed to by the unified government.
- (7) Any permittee found to be working without providing required safety and traffic control measures will be directed to stop work and shall stop work.
- (8) Loading or unloading of vehicles adjacent to a work area is prohibited unless specifically authorized by permit.
- (9) Any vehicle or mobile equipment used by a permittee in connection with excavation of, disruption of, or any work in the right-of-way shall be clearly identified with the name

of the permittee or the person doing the work painted or otherwise durably marked on both sides of the vehicle or equipment, in plain letters not less than two inches high and with not less than one-quarter-inch stroke.

- (10) A permittee shall not disrupt a right-of-way such that the natural free and clear passage of water through the gutters or other waterways is interfered with.
- (11) In the event the ROW-user severely disturbs or damages any tree in the right-of-way, including its root structure, the ROW-user will be required to remove and replace the tree at the ROW-user's cost and to reimburse the owner of the tree for the difference in value between the tree removed and the tree replaced. Valuation will be determined by a degreed forester or an arborist certified by the International Society of Arboriculture (ISA) using the ISA guidelines. Further, in review of the ROW-user's plan, the unified government engineer, at his discretion, may require the ROW-user to directionally bore around any tree in the right-of-way.
- (12) Permittees must comply with all regulations adopted pursuant to this article.
- (13) A permittee shall immediately notify the owner of any facilities damaged by the permittee's work. The permittee shall not make or attempt to make repairs, relocation, or replacement of damaged or disturbed underground facilities without the approval of the owner of the facilities.
- (14) All work done by the permittee shall be done in accordance with the technical provisions and standard drawings and the technical standards required by this article.
- (15) The unified government engineer may inspect the permitted work at any time to ensure that all requirements of the permit are being met, and the permittee shall provide access to the unified government engineer for such purpose.
- (16) The unified government engineer may order the immediate cessation of any work that poses a serious threat to the life, health, safety, or well-being of the public, and the permittee shall comply with any such stop work order. The unified government engineer or any unified government inspector may issue a citation to the permittee for any violation of this article.
- (17) The permittee shall notify the unified government engineer upon completion of its work.
- (18) The permittee shall remove all debris and otherwise leave the area in as clean a condition as it was before the work was begun.
- (19) Following completion of permitted work for construction after the date of this article, the permittee shall maintain accurate records and as-built drawings, depicting the location of all facilities constructed pursuant to each permit and shall provide them to the unified government engineer upon request. The unified government is entitled to rely on the as-built records of the service provider's facilities in connection with public improvements.
- (20) Prior to commencement of work, permittees shall notify all residents, property owners, and operators of businesses affected by such work in accordance with regulations adopted pursuant to this article.

- (21) Prior to the commencement of any excavation, permittees shall identify and locate underground facilities according to the state one-call system, shall notify affected utilities, and shall otherwise comply with the system's requirements. A permittee shall be liable for any damages to underground facilities due to excavation performed prior to obtaining location of such facilities or for any damage to underground facilities that have been properly identified prior to excavation.

Sec. 32-29(c) *Right-of-way restoration and guarantee.*

- (1) All earth, materials, sidewalks, paving, crossing, utilities, public improvement or improvements of any kind damaged or removed by the permittee shall be fully repaired or replaced promptly by the permittee at its sole expense and to the reasonable satisfaction of the unified government within the dates as specified in the permit. However, in the event of circumstances beyond the control of the Permittee or when work was prohibited by unseasonable or unreasonable conditions, the County Engineer may extend the date for completion of the project upon receipt of a supplementary application for a permit extension.
- (2) After any excavation, construction, or disruption, at its own expense, the permittee shall restore all portions of the right-of-way to the standards published in the technical provisions and standard drawings. If no standards are published for the restoration, the permittee shall restore the right-of-way to the same condition or better condition than it was prior to the excavation, which includes replacing brick sidewalks with same or like materials. The unified government engineer, or their designee, has the authority to inspect the repair, replacement, or restoration of the right-of-way, and, if necessary, to require the permittee to do additional repair, replacement, or restoration, or require a performance bond if deemed necessary. Notice of the unsatisfactory restoration and the deficiencies found will be provided to the permittee and a reasonable time not to exceed ~~45~~ 7 days will be allowed for the permittee to correct the deficiencies.
- (23) In addition to repairing its own street cuts, the permittee must restore any area within five feet of the new street cut including the pavement and its subbase, curbs and gutters, and sidewalks, unless the unified government engineer has waived such requirement in writing.
- (34) If, in the judgment of the unified government engineer, the permittee fails in a timely manner to restore the right-of-way, the unified government may serve written notice upon the permittee and its surety that, unless within five days a satisfactory arrangement can be made for the proper restoration of the right-of-way, the surety shall have the right to take over and complete the restoration. If the surety does not commence performance within ~~ten~~ seven days from the date of notice, the unified government may complete the restoration by contract or otherwise. The permittee and its surety shall be liable to the unified government for all cost incurred by the unified government in completing the restoration.

- (a) Upon determination by the unified government engineer that the failure to repair, replace or restore right-of-way creates a threat to public safety, all such repair or replacement shall be corrected within 24 hours of notice from the unified government, or it will perform the restoration work and prosecute same to completion, by contract or otherwise.
- (b) Upon determination by the unified government engineer that the failure to repair, replace or restore right-of-way creates an immediate threat to public safety, all such repair or replacement shall be corrected within one hour of notice from the unified government, or it will perform its own restoration work and prosecute same to completion, by contract or otherwise.
- (c) The ROW-user and its surety shall be liable to the unified government for its actual costs of such restoration, including the value of any time or overtime incurred through the labor of unified government employees, the value of the use of unified government equipment, and the cost of materials used in the restoration project.

(45) The permittee warrants and guarantees for a period of 24 months that the excavation and restoration is free from all defects due to faulty materials or workmanship, and the permittee shall promptly make corrections as may be necessary by reason of such defects and shall promptly make repairs of any damage to other improvements, including damage to adjacent existing improvements, utilities, and pavement, and adjacent vegetated areas, including depressions from settling resulting from such defects. The unified government will give written notice to the permittee of observed defects with reasonable promptness. If for any reason the permittee shall fail to make repairs within ~~20~~ 10 days after the date such notice is served upon the permittee, the unified government shall have the right and authority to correct or cause the correction of the defects, including that which may be necessary by said defects, and may charge the permittee for all costs thereby incurred. The maintenance bond shall remain in full force and effect through the guarantee period.

(56) Payment of a excavation fee shall not relieve the permittee of the obligation to complete the necessary right-of-way restoration.

Sec. 32-179. - License required.

No person shall vend nonfood merchandise from or upon ~~public property~~ a sidewalk or public right-of-way without a license issued by the license administrator.

Sec. 32-180. - Duration.

No person shall conduct any vending of nonfood merchandise on ~~public property~~ a sidewalk or public right-of-way more than three times per calendar year and for a period not to exceed seven consecutive days on any such occasion.

Section 2. That said original Sections 32-27, 32-29(a) & (c), 32-179, and 32-180 are hereby repealed.

Section 3. This ordinance shall take effect and be in full force from and after its passage, approval, and publication in the Wyandotte Echo.

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

THIS _____ DAY OF _____, 2017.

Mark Holland, Mayor/CEO

Attest:

Unified Government Clerk

Approved As To Form:

Ryan Haga, Assistant Counsel



Staff Request for Commission Action

Tracking No. 171338

Full Commission Meeting Date: 11/16/17

Committee: Public Works & Safety

Date of Standing Committee Action: 10/23/17

(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>
10/11/2017	Ryan Haga	x5075	rhaga@wycokck.org	Legal

Item Description:

A Resolution authorizing a survey for the condemnation of lands for a sanitary sewer infrastructure located at or about Donahoo & I-435 along Conner Creek to the Wolcott Treatment Plant (CMIP Nos. 6182) for the Unified Government's Pump Station 50 Elimination and New Interceptor Sewer Project.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Reso Condemnation

(Published _____)

RESOLUTION NO. _____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands necessary to be condemned for the construction, maintenance, operation, use or repair of sanitary sewer infrastructure located at or about **Donahoo & I-435 along Conner Creek to the Wolcott Treatment Plant (CMIP Nos. 6182) for the Unified Government's Pump Station 50 Elimination and New Interceptor Sewer Project**, all in Wyandotte County, Kansas.

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

SECTION 1. It is hereby found and determined necessary that certain lands be condemned for public use providing for land necessary for the investigation, construction, maintenance, operation, use or repair of sanitary sewer infrastructure located at and about **Donahoo & I-435 along Conner Creek to the Wolcott Treatment Plant (CMIP Nos. 6182)**.

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County, newspaper, The Wyandotte Echo.

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

THIS _____ DAY OF _____, 2017.

UNIFIED GOVERNMENT CLERK

APPROVED AS TO FORM:

Ryan P. Haga, Assistant Counsel



Staff Request for Commission Action

Tracking No. 171334

Full Commission Meeting Date: 11/16/17

Committee: Public Works & Safety

Date of Standing Committee Action: 10/23/17

(If none, please explain):

Publication Required: No

<u>Date:</u> 10/10/2017	<u>Contact Name:</u> Tim Nick	<u>Contact Phone:</u> x5436	<u>Contact Email:</u> tnick@wycokck.org	<u>Department/Division:</u> Public Works
----------------------------	----------------------------------	--------------------------------	--	---

Item Description:

It is required by the Kansas Department of Health and Environment (KDHE) that each county has a Solid Waste Planning Committee. It is also required by KDHE that the Solid Waste Plan be reviewed on an annual basis by the Committee and be approved by the Board of Commissioners. The review should address any changes in the solid waste management system since the last plan review and also include any recommendations of the committee.

The attached document includes the minutes of the Solid Waste Planning Committee meeting for yearly review.

Action Requested:

It is requested that the Standing Committee accept and approve the review and recommendations of the Solid Waste Planning Committee and forward to the Full Commission for approval.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

SolidWastePlanningCommittee Minutes

**Wyandotte County Solid Waste Committee
Minutes of Annual Meeting on May 23, 2017**

Attending: Stephanie Moore, Norm Scott, Richard Mabion, Keith Brown, John Blessing, Zack Daniel, Bruce Chladny, Maureen Mahoney, Greg Talkin, and Kirk Suther.

1. ***Approval of May 18, 2016 Minutes.*** Norm made a motion to accept the minutes. Zack seconded the motion. Motion approved.

2. ***Review of Solid Waste Plan.*** A Power Point presentation giving an overview of the Wyandotte County Solid Waste Plan was presented. The infrastructure of the systems in place to manage solid waste were discussed such as residential trash services, curbside recycling services, drop off recycling centers, glass recycling, electronics recycling, business and governmental recycling, yard waste programming, food waste programming, and household hazardous waste programming.

3. ***Review of Goals.*** As part of the PowerPoint presentation we looked at results of our 2015 adopted goals. When evaluating the types of strategies to incorporate in order to reduce the amount solid waste disposed of, the major waste reduction strategies are reduce, reuse, recycle, yard and food waste reduction, and special waste reduction. The following goals were adopted as part of the Wyandotte County's Solid Waste Plan 5-year update conducted in 2015.

Reduce and Reuse Strategies:

1. *Continuation of education for Local Government employees with reduce, reuse, and recycling strategies.*
2. Continue operation of the Unified Government SWAP: Surplus with a Purpose. This program collects extra office supplies and has them available for reuse by other departments.
3. Educate residents and businesses about waste reduction ideas.
4. Educate and encourage public to utilize reuse facilities, e.g. thrift shops etc.
5. Educational information to encourage grass-cycling.
6. Encourage government, schools, and business procurement policies for promoting source reduction.

Recycling Strategies for Residents:

1. Continue on-going efforts to educate residents about solid waste disposal and recycling services available to them.
2. Continue the curbside recycling program in Kansas City and Bonner Springs.
3. *Curbside recycling for Edwardsville.*
4. Continue providing containers for special events recycling.
5. *Continue on-going office recycling program for Local Governments.*
6. *Encourage and promote participation from the community to utilize recycling centers and drop off containers.*
7. Encourage and promote the participation of residents and businesses with the glass recycling drop off containers of Ripple Glass.

Recycling Strategies for Businesses:

1. Identify the current infrastructure available for businesses and apartment complexes for recycling.
2. Develop recycling educational resources for businesses and apartment complexes.
3. Promote and encourage recycling for businesses and apartment complexes.

Yard Waste Reduction Strategies:

1. Continue to promote Wyandotte County Yard Waste drop off center.
2. Cooperative educational programming with K-State Extension on composting.
3. Identify the infrastructure in place to handle a higher volume of dead trees as a result of diseases or pests such as the emerald ash borer.

Food Waste Strategies:

1. Investigate to see what type of infrastructure and/or programming is available to address food waste in both the residential and business waste streams.

Special Wastes:

1. Continuation of the household hazardous waste collection days for residents of Wyandotte County, if budget allows.
2. As long as resources are available, implement e-waste drop off events for the public.
3. Development and implementation of programming to address the problem with illegal dumping and illegal tire dumping in Wyandotte County.

Zack reported that the city of Edwardsville conducted an electronics recycling event with their cleanup activities in 2016. Zack also indicated that they are in the process of enabling their businesses to opt into the city of Edwardsville's trash and recycling services.

4. *Changes to Solid Waste Infrastructure.* In 2016 there were 2 changes that occurred in the solid waste infrastructure. An addition to the infrastructure included the city of Edwardsville started an automated curbside trash and recycling program in 2016. In contrast, in 2016 USD #500 school district in Kansas City, Kansas removed their small recycling dumpsters at their schools. Instead of making money from the recyclables they were going to have to pay for the service.

5. *Other.* It was suggested that we host a field trip to Deffenbaugh's MRF and landfill this fall. It was also suggested that we work on some educational information on solid waste activities. In addition, there was discussion about how to reach different areas of the community to encourage their participation with solid waste issues and recycling. It was suggested in the older parts of town we try and work more with neighborhood groups.



Staff Request for Commission Action

Tracking No. 171337

Full Commission Meeting Date:

Committee: Public Works & Safety

Date of Standing Committee Action:

(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>
10/11/2017	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. The Emergency Management Department has recently reviewed and updated the Debris Management 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 for November 30th meeting

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

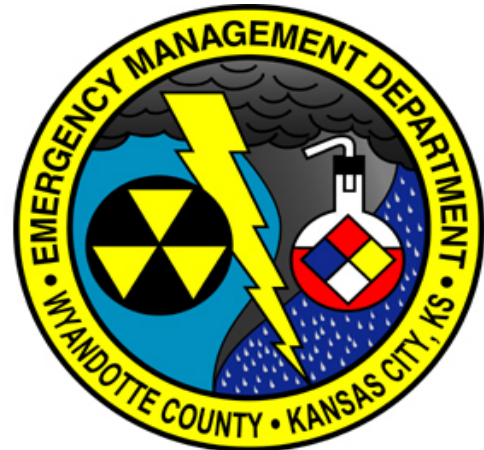
Debris Management Plan



Wyandotte County, Kansas Emergency Operations Plan

Debris Management

October 2017



Contact: Matt May

Wyandotte County Emergency Management

(913) 573-6300

TABLE OF CONTENTS

SECTION	TITLE	PAGE
I.	INTRODUCTION	1
	Purpose	1
	Scope	1
	Enforcement	1
II.	STAFF ROLES AND RESPONSIBILITIES	1
	Debris Project Manager (DPM)	2
	Operations	2
	Planning	3
	Finance & Administration	3
	Administration	3
	Contracts & Procurement	3
	Legal	4
	Public Information	4
	Operational Safety Officer	4
	Support Staff	5
	Staff Organizational Chart	5
	Suggested Personnel	6
	Training Schedule	6
	Estimating Staff, Procedures, and Assignments	6
III.	SITUATION AND ASSUMPTIONS	6
	Types of Disaster Events	7
	Disaster Debris Streams	8
	Forecasted Debris Types	8
	Forecast Methods	12
IV.	DEBRIS COLLECTION PLAN	14
	Eligible Debris	14
	Ineligible Debris	14
	Response Operations	14
	Recovery Operations	15
	Collecting Hazardous Waste and White Goods	16
	Hazardous Stump Removal	17
	Putrescent Waste Removal	18
	Recycling of Debris	18
V.	DEBRIS MANAGEMENT SITES	20
	Environmental Requirements	20
	Permits	21
	Site Design and Preparation	22
	Operational Boundaries	22
	Traffic Patterns	23
	Site Management	23
	Monitoring Debris Removal	23
	Methods of Material Reduction	25
	Site Closure	27
VI.	CONTRACTED SERVICES	27
	Emergency Contracting & Procurement Procedures	27
	Lump Sum Contract	27
	Unit Price Contract	28
	Time & Materials	28
	General Contract Provisions	28
	Contract Scope of Work	29
	Contract Limitations & Misconceptions	29
	Procurement Policy	30
VII.	PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL	30
VIII.	PUBLIC INFORMATION PLAN	31
IX.	PLAN MAINTENANCE	32
X.	ACRONYMS	32
XI.	DEFINITIONS	33
XII.	APPENDICES	33



Acknowledgements

This plan was written with assistance from our intern, Nathan Wichman. He consulted with Jackie Miller in writing the plan under the guidance of our Emergency Management Director Matt May. Additionally, we would like to thank the Leavenworth County Emergency Management Director, Chuck Magaha for his guidance and knowledge.



I. Introduction

Purpose

Wyandotte County will adhere to this Debris Management Plan in response to a natural or manmade debris-generating event wherever possible. This plan is designed to identify agencies and activities that are involved in debris operations to ensure a coordinated response which achieves removal, storage, and final disposition of debris deposited along, or immediately adjacent to, public rights-of-way throughout Wyandotte County, including unincorporated areas. Wherever possible, all participating agencies will adhere to federal guidelines, exercise every effort to optimize reimbursement, and be environmentally conscious.

Scope

This Debris Management Plan will serve as a support addendum to the Wyandotte County Emergency Operations Plan (CEOP). It provides organizational structure, guidance, and standardized guidelines for field operations in the clearance, removal, and disposal of debris caused by a major debris-generating event. This Plan shall apply to all County departments and agencies. All cities within the jurisdictional boundaries are included in this plan.

The Plan is designed to assist Wyandotte County staff in implementing and coordinating the removal and disposal operations to maximize cleanup efficiencies. Expeditious debris removal and disposal actions will mitigate the threat to the health, safety, and welfare of all Wyandotte County residents.

Enforcement

Any person deviating from the provisions of this plan may be required, at the discretion of the County Administrator of Wyandotte County, to submit in writing within five (5) calendar days, an explanation for such deviation. The written explanation will be forwarded to the County Administrator's Office, and copies provided to the Director of Emergency Management, for final resolution if required. Be advised, if a city chooses not to participate in this plan, they may not receive Federal assistance, if and only if federal assistance is granted to the County.

II. Staff Roles and Responsibilities

Per the Wyandotte County Emergency Operations Plan, the Wyandotte County Public Works Department is responsible for coordinating debris removal and disposal throughout the County. Similarly, Wyandotte County solid waste is handled for the county through the existing contract with Waste Management Inc. For the incorporated areas, the cities are responsible for this coordination, within their jurisdiction, with the county providing secondary support if needed and available. In emergency situations, where limited local resources may require centralized coordination and prioritization, the Public Works Group (ESF 3) in the county Emergency Operations Center (EOC) will assume this responsibility.



The size and composition of staff organized to manage debris clearance, removal, and disposal issues depends on the magnitude of the disaster and number of available response personnel. Successful debris operations require collaborative efforts between departments within Wyandotte County and with specific external agencies that have regulatory authority over debris operations. Prospective staff members will receive general training and practice interface with other agencies responsible for debris management operations.

Immediately following a disaster event, a Debris Management Team will be established to facilitate successful coordination. Team members will consist of personnel from multiple Wyandotte County departments including Public Works, Emergency Management, Legal, Parks and Recreation, Planning, as well as other departments as applicable. Each member of the team is responsible for implementing portions of this Debris Management Plan in accordance with the planning goals and objectives of the County and in compliance with Federal, State, and local laws. A Debris Project Manager will be designated to serve as the primary coordinator for all operations.

The Debris Project Manager (DPM) – This position will serve as the primary decision-maker and Incident Commander for all debris management operations and has the following responsibilities:

- Will be knowledgeable of all applicable Wyandotte County processes, procedures, personnel, resources, and limitations;
- Overall responsibility for the operations, planning, logistics, financial, and administrative components of the debris management operations;
- Assign tasks to team members and support personnel to track the completion of tasks to ensure the quick and safe implementation of the debris management process;
- Will be in constant contact with the Wyandotte County Emergency Operations Center (EOC) regarding operational progress and planning needs; and
- Will be responsible for activation and deactivation of debris management operations.

Operations – This function is responsible for the supervision of force account (tracking additional hours of manpower required), contract resources, and overall project implementation. This section is responsible for oversight of the entire debris removal operation and will perform the following tasks:

- Allocation of equipment and resources for the response and recovery debris removal operation;
- Develop staff schedules and strategies to ensure efficient and effective response;
- Provide information, facilities, services, equipment, and materials to support the response and recovery activities;
- Monitor and direct Wyandotte County personnel and contract labor;
- Distribute response and recovery resources;
- Operate and manage debris collection, debris management site(s), and disposal strategies;



- Create a demolition strategy for structures (if necessary);
- Report progress for distribution to the debris management planning staff;
- Determine the need for all necessary permits or exemptions; and
- Assure compliance with all rules, regulations and permit stipulations.

Planning – This section supports all other debris management sections in a technical and planning role. This section also provides debris quantity assumptions, economic analysis, and feasible solutions for debris operations. The following tasks will be performed:

- Forecast debris volume based on disaster type;
- Develop an estimating strategy for post-disaster debris quantities;
- Strategize and map debris haul routes;
- Select debris management sites and design the site layout;
- Determine reduction and recycling means and methods (if possible);
- Identify and coordinate environmental issues with Public Works, the County Health Department, the Kansas Department of Health and Environment, and others as needed ;
- Assess available landfill space and determine if additional space is needed;
- Develop the debris collection strategy;
- Write contract scopes of work, conditions, and specifications;
- Coordinate with other local jurisdictions and state agencies for debris management operations and technical assistance;
- Establish a process for damage assessment and condemnation of buildings (including public and private properties); and
- Request required permits.

Finance & Administration – This function typically addresses finance, personnel, and legal issues. This section must establish a records management system in order to collect and keep all the documentation that may be required for Public Assistance grants.

Administration – This sub-function primarily monitors all debris management activities, including, but not limited to, the following:

- Personnel policies;
- Labor and equipment timesheets and summaries;
- Safety procedures;
- Contract procurement procedures;
- Management of established contracts;
- Billing and invoices (including debris hauler load tickets);
- Right-of-Entry and Hold Harmless agreements for private property debris removal and demolition (when applicable);
- Debris salvage and recycling value information; and
- Development and implementation of a document management process.

Contracting and Procurement – This sub-function maintains contracts in draft form ready for utilization, or have pre-qualified contractors in place prior to the event. This section will follow all applicable Wyandotte County procurement



policies in effect at the time of the disaster. Organizational elements for this section potentially include, but are not limited to, all of the following tasks:

- Develop contract requirements;
- Establish contractor qualifications;
- Distribute instructions to bidders;
- Advertise bids;
- Establish a pre-disaster list of pre-qualified contractors;
- Manage the contract scope of work; and
- Establish a post-disaster contractor procedure (if necessary).

Legal – This sub-function leads the review process for all legal matters in the debris management planning process. The following tasks may also be performed by the legal unit:

- Review all contracts;
- Review and/or establish a land acquisition process for temporary debris management sites;
- Review all insurance policies;
- Ensure environmental and historic preservation compliance before, during, and after operations. These functions may be tasked to the county Health Department, Water Pollution Control, or Code Enforcement;
- Ensure that site restoration and closure requirements are fulfilled;
- Review, establish, or revise a building condemnation processes if deemed necessary;
- Review, establish, or revise a legal process for private property demolition and debris removal; and
- Review right-of-entry and hold harmless agreements. (Attached)

Public Information – This section will distribute information and educate citizens about debris management operations. This function will report directly to the Debris Project Manager. Various types of information distribution will be used to distribute messages including, but not limited to, the following:

- Debris pickup schedules;
- Disposal methods and ongoing actions to comply with Federal, State, and local environmental regulations;
- Disposal procedures for self-help and independent contractors;
- Restrictions and penalties for creating illegal dumps;
- Curbside debris segregation instructions (Attached);
- Public drop-off locations for all debris types; and/or
- Process for answering the public's questions concerning debris removal.

Operational Safety Officer

The DPM will also assign personnel to monitor and report on the safety of all debris management operations. The responsibilities of this position include the following:

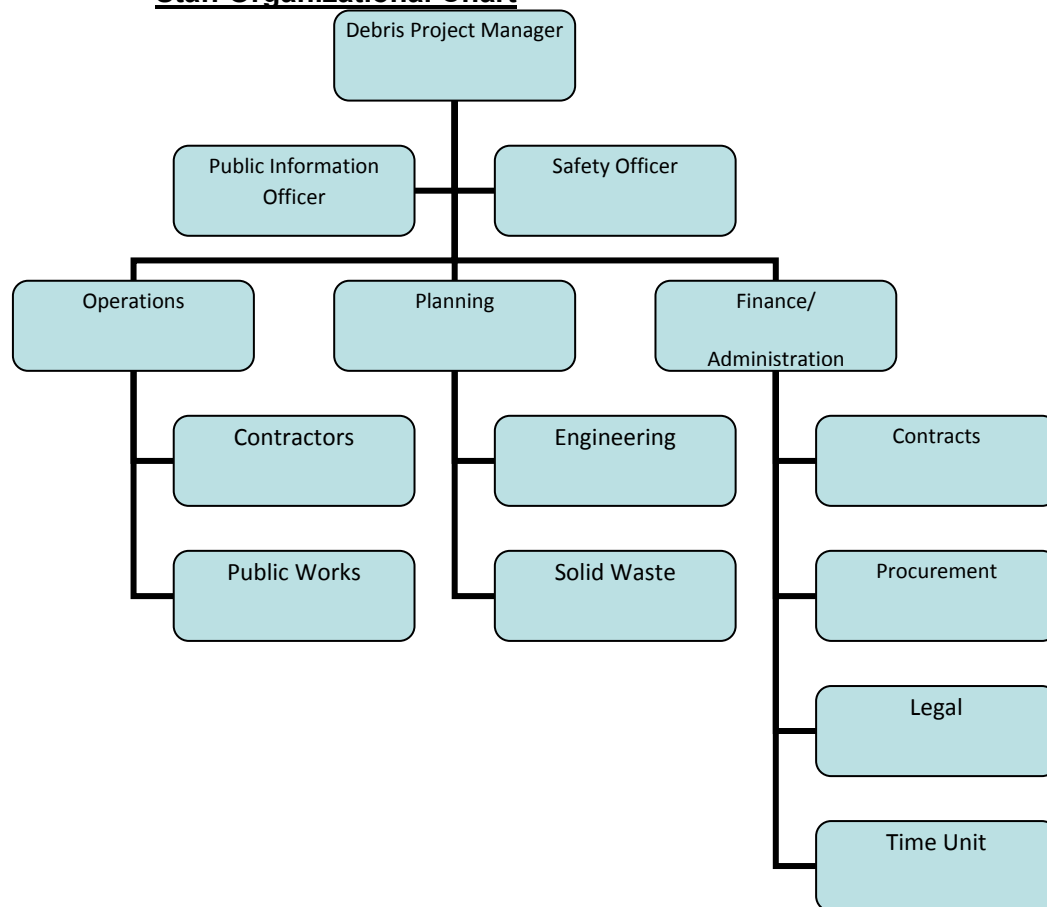
- Communicating timely information to the DPM and EOC regarding the safety status of the debris clearing, removal, and disposal operations;
- Coordinate with the DPM to assure the appropriate Responder Safety Training is provided;
- Ensure Wyandotte County Personnel follow all Kansas Department of Labor rules and regulations;
- Monitor contractor compliance with OSHA rules and regulations;
- Report and address any accidents or injuries that occur during operations;
- Coordinate with the DPM to ensure a site-specific Safety and Health Plan is created; and
- Provide media relations information regarding safety concerns with the DPM and acting public information officer.

Appendix G provides a detailed list of safety regulations and hazards that will impact debris management operations.

Support Staff

Support staff will be assigned as needed to functional and sub functional areas to ensure efficient and effective response. Assignments and supervision will follow the Incident Command System.

Staff Organizational Chart



**Suggested Personnel**

The following Wyandotte County personnel are recommendations to fill the command-level positions required for debris management operations:

Debris Project Manager:	Director of Public Works or the Emergency Management will assign
Public Information Officer:	County Administrator's Office
Safety Officer:	Public Works
Operations:	Public Works
Planning:	Planning Department
Finance/Administration:	Finance Department

Additional personnel will be assigned as needed and available to relieve these positions and/or to expand operations to meet growing debris management needs.

Training Schedule

All participating personnel will be trained on this debris management plan in accordance with pre-established internal policies as required.

Staffing: Needs, Procedures and Assignments

During debris removal events, Wyandotte County Public Works personnel will be the first workers utilized as directed by the DPM. Crew assignments will be based upon event needs and will be diverted from routine public works operations as necessary and where needed. If the need exceeds the capabilities of the Public Works department, other Wyandotte County resources, such as Parks and Recreation staff, will be requested. Outside contractors will be utilized to assist the local workforce as needed, primarily in the recovery period of debris management. Wyandotte County Public Works will continue to coordinate and have overall management responsibility regardless of the makeup of the resources.

III. Debris Management Situation and Assumptions

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-28), as amended, authorizes the FEMA Public Assistance Program to award Federal funding to State and local governments, Federally recognized tribes, and eligible private non-profit organizations in order to assist them in their disaster response and recovery activities.

FEMA characterizes work eligible for Public Assistance grants as either emergency or permanent work. Debris management activities are grouped into Category A (Debris Removal) and Category B (Emergency Protective Measures). Debris management activities in these categories must meet all of the following:

- Be required as a result of the disaster event;
- Be located within a designated disaster area;
- Be the legal responsibility of the local government entity;



- Be in the public interest, which is defined as work necessary to meet the following:
 - o Eliminate immediate threats to life, public health, and safety;
 - o Eliminate immediate threats of significant damage to improved public or private property;
 - o Ensure economic recovery of the affected community to the benefit of the community-at-large; or
 - o Mitigate the risk to life and property by removing substantially damaged structures and associated appurtenances as needed to convert property acquired through a FEMA hazard mitigation program to use compatible with open space, recreation, or wetlands management practices
- Be of a reasonable cost, which is defined as: a cost, which in its nature does not exceed that which would be incurred by a prudent person under the circumstance prevailing at the time the decision was made to incur the cost.

For debris removal work, per FEMA's 2016 Public Assistance Debris Management Pilot Program, straight-time labor and overtime costs (including benefits) are eligible for permanent employees, reassigned employees, and seasonal employees (used during the season of anticipated employment).

Types of Disaster Events

Debris forecasting predicts the amount and type of debris prior to a disaster, whereas debris estimating quantifies the amount of debris after the disaster. By forecasting the type and quantity of debris, the planning section can better define the scope of work for the debris management operation prior to the event.

The following are general descriptions of natural and manmade disasters that are typical for this area as identified by the Region L Multi-Jurisdictional Hazard Mitigation Plan 2013-2018, and the associated debris caused by each:

Tornadoes – Damage from tornadoes is caused by high-velocity rotating winds. The severity of the damage depends on the velocity of the tornado funnel and the length of time the funnel is on the ground; however, damage is generally confined to a narrow path, which can be up to one-half mile wide and from 100 yards to several miles long. Tornado debris consists primarily of vegetative debris, construction materials from damaged or destroyed structures, and personal property. Tornadoes are a high probability, high impact event

Floods - rainstorms, snow/ice storms, or reservoir failure can cause severe flooding – Damage to structures from flooding is caused either by precipitation inundation or high-velocity water flow. Flood debris may consist of sediment, wreckage, personal property, and sometimes hazardous materials deposited on public and private property. Additionally, heavy rains and floods may produce landslides, which create debris consisting of soil, gravel, rock, and sometimes construction material. Flooding is a high probability, high impact event.



Winter Storms – Debris from ice storms or snowstorms consists of significant amounts of vegetative debris and overhead utility service components. Winter storms are a high probability, high impact event.

Acts of Terrorism – Terrorism includes the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Since terrorism is regarded as a criminal act, it involves coordination with law enforcement authorities, the coroner's office, and health officials before debris is handled or disposed.

Debris generated as the result of a terrorist act is highly variable in both quantity and type, depending upon the specific means utilized by the terrorists. An act of terrorism could generate little to no debris at all, or could result in large quantities of multiple types of debris, potentially requiring highly specialized personnel, procedures, and equipment for its removal and disposal. Terrorism is a low probability, low to high impact event.

Earthquakes – Seismic forces along fault lines generate shock waves that cause ground shaking and surface ruptures. Wyandotte County lies to the east of the Nemaha fault line that runs north-northeast through Oklahoma, Central Kansas, and Nebraska. Because of the location, Wyandotte County would only receive minor physical effects from an earthquake. This type of damage consists of property damage, structural building materials, concrete, and asphalt. This type of event is a low probability, medium impact event.

Disaster Debris Streams

Typically, disasters generate a mix of different types of debris. The following figure summarizes the typical types of debris for each type of disaster.

		Typical Debris Streams								
		Vegetative	Construction & Demolition (C&D)	Personal Property/ Household Items	Hazardous Waste	Household Hazardous Waste	White Goods	Soil, Mud, and Sand	Vehicles	Putrescent
Types of Disasters	Tornadoes	X	X	X	X	X	X	X	X	X
	Floods	X	X	X	X	X	X	X	X	X
	Earthquakes		X	X		X	X	X		X
	Winter Storms	X				X				X
	Acts of Terrorism	X	X	X	X	X	X	X	X	X



Forecasted Debris Types

Vegetative Debris – Consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material. The number of collection passes for vegetative debris is generally limited. Because of the large volume, vegetative debris should be reduced by mulching, grinding, or burning. Collections are typically based on the size of the vegetative material or by unit.

Hazardous Trees – Type of vegetative debris that is caused by the disaster, is an immediate threat to lives, public health, safety, or improved property, has a diameter breast height of six inches or greater, and one or more of the following criteria are met:

- It has more than 50% of the crown damaged or destroyed;
- It has a split trunk or broken branches that expose the heartwood;
- It has fallen or been uprooted within a public-use area, and/or
- It is leaning at an angle greater than 30 degrees.

Trees determined to be hazardous and that have less than 50% of the root-ball exposed will be cut flush at the ground level. This cut portion will then be included with regular vegetative debris. Grinding of the resulting stump after the tree has been cut flush at the ground is not eligible debris management work.

Straightening and bracing are allowable emergency protective measures if they eliminate an immediate threat to lives, public health, safety, or improved property, and are less costly than removal and disposal of the hazardous tree.

Hazardous Limb (Hangers) – Type of vegetative debris that is eligible for removal if the limbs are:

- Located on improved property;
- Greater than two inches in diameter at the point of breakage; and
- Still hanging in a tree and threatening a public-use area (e.g. trails, sidewalks, paths, etc.)

Only the minimum amount of work necessary is eligible for hazardous limb removal. Pruning, maintenance trimming, and landscaping are not eligible. If the canopy of a tree located on public property extends over a public right-of-way, removal of hazardous limbs on the tree that extend over are eligible.

Hazardous Tree Stumps – Type of vegetative debris eligible for debris removal as a unit cost if all the following criteria are met:

- It has 50% or more of the root-ball exposed;
- It is greater than 24" in diameter, measured 24" above the ground;
- It is on improved public property or a public right-of-way, and



- It poses an immediate threat to life, and public health and safety.

Construction and Demolition (C & D) Debris -- Consists of damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

Certain types of construction and demolition debris are reusable or recyclable. To conserve landfill space, it is prudent to separate materials for reuse, recycling, or directed final disposition. Because some construction and demolition debris may be hazardous (ex: asbestos coated materials), environmental regulations and ordinances must be included during all operations. Full documentation of these materials including debris origin, any processing (reduction or recycling), and the final disposition must be noted.

Typically, removal of construction by-products generated by repairs or rebuilding is covered by insurance policies and therefore is not part of the debris management process.

Hazardous Waste – A type of debris with properties that make it potentially harmful to human health or the environment. Generally, this type of material exhibits at least one of the following characteristics: ignitability, corrosivity, reactivity, or toxicity. Debris management activities are allowed for measures that address widespread hazardous materials contamination.

Household Hazardous Waste (HHW) – A type of debris composed of hazardous products and materials that are used and disposed of by residential, rather than commercial or industrial consumers. HHW includes some paints, stains, varnishes, solvents, pesticides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic.

White Goods – A type of debris defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils, which are prohibited by the Clean Air Act to be released into the atmosphere. Certified technicians must extract these refrigerants before disposing or recycling the white goods.

Electronic Waste (E-Waste) – A type of debris composed of electronics that contain hazardous materials such as cathode ray tubes or lithium ion batteries. Examples include computer monitors, televisions, and most personal electronics with a battery.

Soil and Mud – Floods often deposit soil and mud on improved public property and public rights-of-way. Facilities commonly impacted by this type of debris may include streets, sidewalks, storm and sanitary sewers, water treatment facilities, drainage basins, and swimming pools. This type of debris



on improved property or public rights-of-way can be included in the debris management process; however, removal from streams and unimproved property cannot be included. Regularly scheduled maintenance reports for improved public property and public rights-of-way will be kept that indicate pre-disaster soil, mud, and sand levels.

Vehicles – A type of debris that includes vehicles that have been moved from private property onto improved public property and public rights-of-way. To remove this type of debris, the follow characteristics must be met:

- The vehicle or vessel presents a hazard or immediate threat that blocks ingress/egress in a public-use area;
- The vehicle is abandoned (e.g., the vehicle is not on the owner's property and the ownership is undetermined);
- Wyandotte County follows local ordinances and State law by securing ownership, and
- Wyandotte County verified chain of custody, transport, and disposal of the vehicle.

Putrescent Materials – Type of debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. The USDA's National Resources Conservation Service (NRCS) has developed specific disposal guidelines for animal carcasses. Contact the USDA Animal and Plant Health Inspection Service at 301-734-8073 for additional information.

Infectious Waste – Type of debris capable of causing infections in humans, including contaminated animal waste, human blood and blood products, isolation waste, pathological waste, and discarded sharps (needles, scalpels, or broken medical instruments).

Chemical, Biological, Radiological and Nuclear-Contaminated Debris – Type of debris that has biological, chemical, radiological, or nuclear contamination. This type of debris usually would happen as the result of a Weapon of Mass Destruction (WMD) event. Eligibility for this type of debris removal will be made by FEMA based on applicable Federal statutes, regulations, policies, and other guidance documents.

Garbage (Household Waste) – Type of debris that is waste generated during non-disaster situations and regularly picked up through normal municipal waste collection methods. Common examples of garbage include food, packaging, plastics, and papers. This type of debris is not eligible for debris management activities.

Forecast Methods

After the disaster parameters and geographic extent are established, specific debris volumes can be quantified by using historical information available through Wyandotte County Emergency Management, the National Weather Service, or by using forecasting models. If historical data is not available or insufficient, quantitative



and qualitative forecasting models can be used to supplement debris volume quantification.

Qualitative Forecasting

Qualitative forecasting will consist of “windshield tours” and “pass through” of the impacted portions of Wyandotte County. The Cities may use this same method with assistance from the DPM. These actions will note the location, vegetative cover, and estimated percentage of area impacted. These estimates will be the basis for the overall debris forecast.

Quantitative Forecasting

The information gathered as part of the qualitative forecasting will be reported to Wyandotte County’s Geographic Information System (GIS) department, which will establish the number of habitable structures in the review area as well as land-use of the noted properties. Based on this information, the following estimations can be applied.

Buildings – Several basic techniques have been established to forecast destroyed building debris quantities. These techniques can be used to forecast debris quantities prior to an event or estimate quantities after an event.

Residential Buildings – A formula for estimating the debris quantities from a demolished single-family home and associated debris is as follows:

$L \times W \times S \times 0.20 \times VCM = \text{_____ cubic yards of debris (cy)}$

- L = Length of the building in feet
- W = Width of the building in feet
- S = Height of building in stories
- VCM = Vegetative Cover Multiplier. Always use medium (1.3) in Wyandotte County.

The VCM is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are described as:

- Light (1.1 multiplier) includes new home developments where more ground is visible than trees. These areas will have a sparse canopy cover.
- Medium (1.3 multiplier) generally has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover, and is used in the State of Kansas.
- Heavy (1.5 multiplier) is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.



The table below can be used to forecast debris quantities for totally destroyed single-family, single-story homes in the applicable vegetative cover category.

Typical House Size	Vegetative Cover Multiplier (cy)			
	None	Light (1.1)	Medium (1.3)	Heavy (1.5)
1000 ft ²	220	220	260	300
1200 ft ²	240	264	312	360
1400 ft ²	280	308	364	420
1600 ft ²	320	352	416	480
1800 ft ²	360	396	468	540
2000 ft ²	400	440	520	600
2200 ft ²	440	484	572	660
2400 ft ²	480	528	624	720
2600 ft ²	520	572	676	780

The amount of personal property within an average single-family home has been found to be:

- 25-40 cy for homes without a basement
- 45-50 cy for homes with a basement

Mobile homes have less utilized space due to their construction and use. The walls are narrower, and the units contain more storage space. Therefore, the typical mobile home generates more debris by volume than a single-family home. Historically, the volume of debris from mobile homes can be found to be:

- 290 cy of debris for a single-wide mobile home
- 415 cy of debris for a double-wide mobile home

Outbuildings – All other building volumes may be calculated by using the following formulas:

$$(L \times W \times H \times .33)/27 = \text{cubic yards of debris}$$

- L = Length of the building in feet
- W = Width of the building in feet
- H = Height of the building in feet
- 0.33 is a constant to account for the “air space” in the building
- “27” is the conversion factor from cubic feet to cubic yards

Vegetation – This type of debris is the most difficult to estimate due to the random sizes and shapes of trees and shrubbery. The following serves as a guide for forecasting and estimating vegetative debris:

- Each home is estimated to have an associated 3.65 cubic yards of this type of debris



- Treat debris piles as cubes, not a cone (when estimating)
- 15 trees, 8 inches in diameter = 40 cy (average)
- One acre of debris, 3.33 yards high = 16,117 cy

The following factors will be used to convert woody debris from cubic yards to tons:

- Softwoods: 6 cubic yards = 1 ton
- Hardwoods: 4 cubic yards = 1 ton
- Mixed Debris: 4 cubic yards = 1 ton
- Construction & Demolition: 2 cubic yards = 1 ton

Several truckloads may need to be tested to confirm these factors during actual debris management activities.

IV. Debris Collection

Eligible Debris

Eligible debris removal work must meet the following criteria:

- The debris was generated by a major disaster event;
- The debris is located within a designated disaster area;
- Federal assistance may be available with debris removal on Federal aided Roadways if the Emergency Relief Program is activated through the Federal Highway Administration;
- The debris is located on Wyandotte County's improved property or rights-of-way (a rule of thumb would be 10 feet of R.O.W); and
- The debris removal is the legal responsibility of Wyandotte County.

Ineligible Debris

The following are not eligible for debris removal work:

- Any debris removed from Wyandotte County's unimproved property or undeveloped land;
- Any debris removed from a facility that is not eligible for funding under the Public Assistance Program (ex: private owned cemeteries and golf courses); and
- Any debris removed from Federal lands or facilities that are under the direct authority of that Federal agency or department (i.e. the Social Security Administration building).

Response Operations

Wyandotte County will use its own labor force and equipment to remove debris during this phase. In circumstances when the existing labor force is not sufficient, or when specialized services are required, Wyandotte County may



supplement its work efforts by activating local or regional mutual aid agreements and/or by awarding short-term debris removal contracts for specific work.

Priorities

Response operations will primarily focus on the emergency access routes and main arterials within Wyandotte County. Based on the incident, planning staff members will identify which roads and streets are essential to emergency operations so local resources can be optimally managed and directed. The Emergency Snow Routes would be a good starting point within the cities with such designated routes.

Prior to, and immediately following the event, extricating people and providing access to health care facilities are the top priorities. Therefore, the major arterial routes are given priority for the emergency services staff such as police, fire, and ambulance services.

Overall priority to roadways will be determined by the event; however, specific considerations are as follows:

- Fire, police, and ambulance service route access to affected areas
- Access routes to health care facilities, functional and access needs facilities, and other critical care facilities
- Major arterial routes
- Roads and streets to the debris management center and emergency operations center
- Supply routes to emergency supply distribution centers, or points of dispensing (POD)
- Roads and streets to key government facilities, court houses, jails, etc.
- Communication towers and systems access
- Utility access routes
- Routes to shelters

Recovery Operations

These activities begin after the emergency access routes are cleared and the residents return to their homes and begin to bring debris to the public rights-of-way.

The implementation of disaster debris collection immediately after the disaster event assures the community there will be a swift return to normalcy and that recovery efforts are in progress. The two main methods of debris collection are curbside collection and collection centers.

Curbside Collection – This type of collection parallels the County's normal garbage and trash collection operations. Wyandotte County provides garbage collection service in the City of Kansas City and the unincorporated portions of the County. The cities of Edwardsville and Bonner Springs contract for their own garbage collection services. Debris is placed at the curb or public rights-of-way



by the residents and collected by standard methods. Should the volume of debris exceed the abilities of the contractors to clear it in a timely fashion, Wyandotte County Public Works will augment those collection services.

Mixed Debris Collection

This method allows all debris types to be collected in one specified area, usually along the public rights-of-way or in front of individual residences. This method is convenient for the public, but does not facilitate effective recycling and reduction efforts as debris will need to be handled multiple times. *Therefore, Source-Segregated Debris Collection should be used in Wyandotte County whenever practical and cost effective.*

Source-Segregated Debris Collection

This method requires residents to sort the debris by material type and place it at the curb in separate piles. Trucks designated for a particular debris type collect the assigned debris and deliver it to a temporary staging area, or debris management site, reduction, recycling, or disposal facility. This method requires more trucks to collect the different types of debris. However, the increased equipment cost is offset by avoiding the labor cost and time to separate the debris by force-account labor (as per mixed debris collection). This method offers the potential of high salvage value and efficient recycling/reduction processing.

Collection Centers

This type of collection method directs residents to transport their debris to a common location in the county where roll-off bins or dumpsters are located. Another method could be that residents would place the debris in piles in specific areas and those piles would then be loaded into trucks for transport to the final disposal site. Associated costs are generally low since the public essentially accomplishes the material collection and separation themselves; however, site monitoring is required to ensure debris cross-contamination does not occur.

Although potentially effective, collection centers near debris management sites may inadvertently create a safety risk to debris management workers and the community-at-large. Therefore, collection centers could be established after initial curbside collection is completed to ensure the removal of remaining debris within the community and ensure the safety of the general public.

Collecting Hazardous / Electronic Waste and White Goods

The three most common types of debris that will need special handling are hazardous waste, white goods, and electronic waste.

Household Hazardous Waste (HHW)

HHW mixed with other debris types will contaminate the entire load, which necessitates special disposal methods such as storage in a particular area of the



debris management site. Typically the landfill requires special liners and a more intense permit standard due to the hazardous waste. The disposal cost of HHW is generally higher than the disposal of other waste, which leads to escalating costs if this type of debris is not managed efficiently.

This type of debris is mitigated through Wyandotte County's Household Hazardous Waste Collection Program, which includes seven yearly collection events for the public throughout the county. During a disaster, Wyandotte County Public Works Department will coordinate the curbside pickup and segregation of these materials at a temporary debris management site until final disposition can be arranged.

White Goods

White goods include all appliances and household machines that contain refrigerants and other fluids that are regulated by the Kansas Department of Health and Environment and can only be reclaimed by certified technicians and disposed of at a permitted facility. To avoid accidental release of these hazardous fluids, the collection of white goods will be accomplished by manually placing the appliance on trucks or by using lifting equipment that will not damage the elements which contain the hazardous fluids. These materials will be collected curbside, then taken to a temporary debris management site until final disposition can be arranged.

Electronic Waste (E-waste)

E-waste consists of any broken or damaged piece of electronic equipment. Categories include communications equipment, computer equipment, television and video equipment, electronic tools, lighting, medical equipment, etc. During a disaster these materials will be collected curbside and taken to a temporary debris management site until final disposition can be arranged per normal county procedures.

Hazardous Stump Removal

A hazardous tree or stump may be collected individually, while downed or fallen debris is collected from rights-of-way or at a designated collection center. Tree and stump collection prices are typically based on the size of the tree or stump and charged by unit. Determining whether to remove a hazardous stump is difficult. FEMA has established criteria to assist in making these eligibility determinations, using objective information that can be collected in the field. A stump may be considered hazardous if the following criteria are met:

- 50% or more of the root-ball is exposed (less than 50% will be flush cut)
- Greater than 24" in diameter (as measured 24" above the ground)
- On improved property
- Poses immediate threat to life, public health, and safety.



FEMA's Hazardous Stump Worksheet and Stump Conversion Table are included in Appendices A and B, respectively.

Putrescent Waste Removal

Putrescent materials such as dead animals will not be shipped to county temporary landfill operations. The Kansas Department of Agriculture will be contacted to determine the most effective method of disposal. If on-site burial is considered, Wyandotte County Planning and Zoning, U.S. Department of Agriculture, Kansas Department of Health and Environment, and Kansas Wildlife and Parks would need to be consulted before taking such actions.

Recycling of Debris

Volume Reduction by Recycling

Recycling reduces recovered debris volume before it is hauled to a landfill or other final disposition location. Recycling is the preferable option for Wyandotte County, because there may be economic value to the recovered material, and it is environmentally responsible. Metal, wood, and soil are prime candidates for recycling operations, with the major drawback being the potential for negative environmental impact. For example, in areas where there is significant usage of chemical agricultural fertilizer, the recovered soil may be too contaminated for residential or agricultural reuse.

Tornadoes may present opportunities to contract out large-scale recycling operations and to achieve an economic return from some of the contractors who exercise their initiative to segregate and recycle debris at the debris management sites. Recycling has significant drawbacks if contracts are not properly written and closely monitored.

Specialized contractors should be available to bid on disposal of debris by recycling, if it is well sorted. Contracts and monitoring procedures should be developed to ensure the recyclers comply with local, tribal, State, and Federal environmental regulations.

Recycling should be considered early in the debris removal and disposal operation, as it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling:

- **Metals.** Tornadoes and wind storms may cause extensive damage to mobile homes, sun porches, barns, and out buildings. Most of the metals are non-ferrous (aluminum, brass, copper, nickel, tin, lead, and zinc) and suitable for recycling. Ferrous metals (mild steel, carbon steel, stainless steel, cast iron, and wrought iron) can be separated using an electromagnet. Both types of metals are suitable for recycling, and can be sold to metal recycling firms.
- **Soil.** Cleanup operations, using large pieces of equipment can potentially pick up large amounts of soil. If the amount of soil is significant it is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Large amounts of soil can be recovered if the material is put



through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. The separated soil can also be transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time, or this soil could be used at local landfills for cover. Monitoring and testing the soil may be necessary to ensure it is not contaminated with chemicals.

- **Wood.** Woody debris can be either ground or chipped into mulch by the County or a contractor. The reduced debris can either be given to citizens or taken by the contractor for disposal at their discretion.
- **Construction Material.** Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Wood construction materials, like vegetation, can also be shred/ground to reduce volume. This construction material could also be used at local landfills for cover. Wyandotte County does not have such a resource for grinding of concrete, therefore we would be forced to contract this out, which may or may not be feasible in a cost-benefit ratio.
- **Residue Material.** Residue material that cannot be recycled, such as cloth, rugs, and trash, can be sent to a landfill for final disposal.
- **Household Hazardous Waste.** Many household hazardous waste products can be reused for many applications rather than entering the product into the waste stream. Wyandotte County has a regular HHW collection program overseen by the Kansas Department of Health and Environment.
- **White Goods.** White goods such as washers, dryers, refrigerators, and freezers can be recycled for their salvage value. Wyandotte County has a contract with Waste Management to pick up these goods during normal operations, and this would continue for a disaster event.
- **Vehicles.** Motor vehicles (trucks, cars, motor homes, tractors, etc.) which become debris would be hauled to a staging area utilizing Wyandotte County's standard wrecker rotation procedure. Status of abandoned vehicles at the debris site will determine if they are processed for recycling or are salvageable.
- **Electronic Waste.** As discussed earlier in this plan, e-waste is recyclable and will be segregated at a debris site. The County contracts with an e-waste vendor for recycling and will continue to use the current contractor to carry out e-waste collection and recycling. E-waste may be taken to a drop off location determined during the incident or, if deemed necessary, will be placed in a temporary location.



V. Debris Management Sites

Depending on the type of disaster debris and scale of the event, Wyandotte County may use one or more temporary debris management sites (DMS) as needed. The DMS location would temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. The County will prioritize site locations based on safety, resources, transportation access, and practicality of location. The priority in terms of general types of locations will be as follows: public paved property, private paved property, public unpaved property, and private unpaved property. A list of potential temporary DMS is included in Appendix J.

The temporary DMS review ensured the following:

- Does not exist in an environmentally or historically sensitive area, such as critical animal and plant habitats, sole source aquifers, freshwater well fields, historic districts, or archeological sites.
- Does not exist in a Superfund site, or area within a 100-year floodplain.
- Takes into consideration any disproportionately high or adverse impacts on minority or low-income populations.

Environmental Requirements

A baseline environmental collection study will also be conducted prior to a DMS establishment. This baseline data is essential in assuring the land is returned to its original condition following the end of all debris management operations. The following methods may be used to document new or updated baseline data:

- Videotape and/or Photograph the Site – Thoroughly videotape and/or photograph (ground or aerial) each site before beginning any activities.
- Document Physical Features – Note existing structures, fences, culverts, irrigation systems, and landscaping that can help evaluate possible damage claims made later.
- Investigation of the Historical Significance – Research the past use and ownership of the property to document any issues regarding the existence of historic structures or archeological sites.
- Sample Soil and Water – Soil and groundwater samples will be collected prior to use of the site. Planned HHW, ash, and fuel storage areas will also be sampled prior to site setup.

As operations proceed, additional data will be collected throughout the operation for closeout and quality assurance reasons. The data can be compared to the previously established information in order to determine any remediation that may be necessary. The following tools can be utilized:



- Sketch Site Operation Layout – DMS operations may grow, shrink, or shift on the site. It is important to track reduction, hazardous waste collection, fuel, and equipment storage in order to sample soil and water for contaminants.
- Document Quality Assurance Issues – Document operations that will have a bearing on site closeout, such as petroleum spills at fueling sites, hydraulic fluid spills at equipment breakdowns, installation of water wells for stock pile cooling or dust control, discovery of HHW, and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal.
- Restoration of Site – Final restoration of the landscape must be acceptable to the landowner, but within reasonable expectations. Therefore, the restoration of the landscape will be planned for as early as possible during debris management operations.

Wyandotte County's objective with regards to the potential environmental impact at all sites is to ensure safety precautions are taken to organize the site in such a way as to provide a safe and organized use of the location throughout the event, and that measures are taken to reduce the chance of ground, air, and water contamination after all debris materials have been collected. This objective may be accomplished in a variety of ways and will be the responsibility of the Wyandotte County Health Department with assistance from Public Works.

Permits

Environmental permits and land-use variances may be required to establish a temporary DMS. Several agencies may be involved in issuing permits and granting land-use approvals. The need for these permits may be satisfied by changes established in a declared disaster in Wyandotte County; however, a listing of permits that may be necessary include the following:

- Waste processing and recycling operations permit
- Temporary land-use permits
- Land-use variances
- Traffic circulation strategies
- Air quality permits
- Water quality permits
- HHW permits
- Fire department burn permits

Agencies involved in issuing permits and granting land-use approvals include, but is not limited to, the following:

- Wyandotte County Health Department
- Wyandotte County Planning and Zoning
- Wyandotte County Legal Department
- Kansas Department of Health and Environment (www.kdheks.gov)
 - o Bureau of Waste Management (www.kdheks.gov/waste)
- Kansas Department of Agriculture (<http://agriculture.ks.gov/>)



Site Design and Preparation

The topography and soil/substrate conditions will be evaluated to determine the best site layout. When planning site preparation, the designer will consider ways to make site closure and restoration easier. For example, if the soil is very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be re-spread to preserve the integrity of the tillable soils.

Operational Boundaries

These boundaries, or areas, clearly define the difference in use areas at the DMS. Earthen berms, temporary barriers, or any other physical restriction may be used to aid in traffic circulation and the minimization of amassing debris at the DMS. Common operational areas include the following:

- Reduction
- Recycling
- Tipping areas (unloading). Only contractors currently contracted with the County and County residents will be allowed to utilize these sites.
- Loading areas for processed debris awaiting final disposition
- Drop-off centers for the general public (this may include vegetative, recycling, or construction and demolition debris)
- HHW drop off
- Monitoring tower locations at both ingress and egress points
- Equipment, fuel, and water storage

The reduction, recycling, tipping, and loading areas need ample room for large equipment operations. Depending on the scale of the operations, each debris stream may, and should, have its own tipping area and will be designed accordingly.

General public drop-off areas for recycling, reduction, and construction and demolition debris may be included within the DMS, but will be carefully designed for passenger vehicle traffic and public safety. The HHW storage will be close to the public drop-off center, yet restricted so that qualified personnel may process the waste appropriately.

Monitoring towers will be located at ingress and egress points and will be constructed of durable structural materials. The structures will be designed to withstand active and static loads. A stepladder is not an acceptable monitoring tool.

Equipment and fuel will have a designated storage area and signs posted appropriately. The fuel storage areas need to be designed to contain spills. Every effort will be made to have water readily available at all times. Water storage areas will be strategically positioned throughout the site and identified appropriately. Water Storage may come as a tender truck from a fire department or the local entity overseeing the DMS. Appendix C contains a sample DMS layout with operational boundaries.

**Traffic Patterns**

The traffic circulation needs to be well defined throughout the entire site. Although traffic signs and barricades aid in directing traffic, flag directors and law enforcement personnel may need to be on site to direct traffic.

Site Management

The management of the DMS will be under the control of Wyandotte County Public Works personnel to ensure operational efficiency and to meet strategic goals.

Site Manager

This position is responsible for supervising the overall day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permit requirements during site operations. Furthermore, the site manager has oversight for monitoring the activities of the debris removal contractors and onsite debris processing contractors to ensure they comply with the terms of their contracts. The site manager is also responsible for site security and traffic control. These functions can be delegated to assigned personnel if appropriate and available.

Debris Monitors

Operational monitors will be placed at ingress and egress points in order to quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste, and perform quality control checks.

Safety Personnel

Safety personnel are responsible for traffic control and ensuring site operations are in compliance with Federal and State occupational safety regulations.

Monitoring Debris Removal

The purpose of monitoring debris removal is to (1) verify the work completed by the contractor is within the scope of work of the contract, and (2) ensure documentation is provided to confirm operations have meet all local, State, and Federal laws, regulations, and guidelines.

Debris Monitoring Duties

To do this, debris monitors will minimally perform the following roles:

- Measure and certify truck capacities (recertify on a regular basis);
- Complete and physically control load tickets (in monitoring towers and the field);



- Validate hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms);
- Ensure trucks are accurately credited for their loads;
- Ensure trucks are not artificially loaded to maximize reimbursement (i.e., debris is wetted, debris is not compacted, etc.);
- Ensure hazardous waste is not mixed with loads;
- Ensure all debris is removed from trucks at the DMS;
- Report to project manager:
 - o Mobilization and use of improper equipment
 - o Contractor personnel safety standards are not followed
 - o General public safety standards are not followed
 - o Completion schedules are not on target
 - o Debris removal work does not comply with all local, State, and Federal ordinances and regulations
- Ensure only debris specified in the scope of work is collected, and identify work as potentially eligible or ineligible;
- Monitor site development and restoration of DMS;
- Ensure daily loads meet permit requirements;
- Ensure work stops immediately in an area where human remains or potential archeological deposits are discovered;
- Ensure the route to the DMS is free of debris that may have fallen off trucks while hauling to the site. There might be a need for a clean-up crew that follows the route on an hourly basis picking up fallen debris.

Debris Monitoring Methods

Additional documentation requirements depend on how the debris is collected and processed. The following methods and systems may be used to monitor and document the work completed by Wyandotte County resources and/or by contractors.

Debris Monitoring Reports – This type of report is important for time-and-materials contracts that may be used during the response phase of the operations. Monitoring documentation for time-and-materials contracts includes:

- Actual labor hours worked
- Actual equipment hours operated
- Type and specification of equipment used

Truck Certification Form – This type of report allows the monitor to identify the truck itself and its hauling capacity in a standardized manner. The standard list of requirements includes:

- Size of hauling bed in cubic yards
- License plate number
- Truck identification number assigned by the owner
- Short physical description of the truck



Recertification of the hauling trucks on a random and periodic basis will be implemented for contract compliance and reimbursement considerations. Appendix K contains a sample truck certification form.

Load Ticket System – The term “load ticket” refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible scope of work can be properly documented.

Each monitor keeps a copy of the load ticket and the driver/contractor keeps two copies for billing purposes. Appendix I includes a copy of the load ticket that will be used by Wyandotte County personnel during debris management activities.

The following is the disposition of each load ticket partJMM1.

- Part 1 (White) – Site or Origin Representative
- Part 2 (Green) – Disposal Site Monitor
- Part 3 (Canary) – Debris Site Representative
- Part 4 (Pink) – Driver or Contractor
- Part 5 (Gold) – Driver or Contractor

Monitoring Tips

Contractors must always be monitored closely to ensure compliance with the scope of work. Appendix L includes monitoring tips that address common types of contractor abuse.

Methods of Material Reduction

There are three main types of reduction methods to consider and use during debris management operations: incineration, chipping/grinding, and recycling. The type(s) used will be based on operational goals, site availability, and personnel availability.

Incineration – Burning vegetative debris is a very common reduction method because it has up to a 95% reduction rate. The incineration process requires a minimum of three steps, to include:

- Unloading the debris
- Moving the debris into an incinerator
- Removing the ash from the incinerator to final disposition, which may be an appropriately constructed area at the DMS or a landfill

There are several incineration methods available for volume reduction.

Uncontrolled Open-Air Incineration – This method reduces debris with no control over how much or how quickly it is allowed to burn. The



use of this type of reduction will be limited to early in the disaster due to its lack of environmental control.

Controlled Open-Air Incineration – This method reduces vegetative debris by burning debris within a contained area. This reduction can be used freely because it presents little environmental damage and is cost-effective.

Air Curtain Pit Incineration – This method effectively expedites the volume reduction process while substantially reducing the environmental concerns caused by open-air incineration. Specifically, this type of reduction uses a pit constructed by digging below grade or building above grade and using a blower unit. The burning chamber is usually no more than 8 feet wide and 9-14 feet deep.

Portable Air Curtain Incinerators – This method uses the same concept as air curtain pit incineration, except this method utilizes pre-manufactured pits rather than onsite constructed earthen pits. These types of incinerators are the most efficient because they have been pre-engineered to precise dimensions to complement the blower system.

Setbacks and buffer zones need to be established within and around the reduction sites not only for public safety, but also for the safety of debris operations. A setback of at least 100 feet will be maintained between the debris piles and the incineration area. Additionally, a 1,000 foot buffer zone will be established between the incineration area and the nearest building to create room for emergency vehicles to maneuver. All burning operations are subject to environmental regulations set forth in K.A.R. 28-19-647(d.-e.).

Chipping/Grinding – This method calls for the vegetative debris to be chipped or ground. This method can reduce volume by 75%. Because of the remaining volume, the benefit of this reduction method is increased by identifying alternate uses of residual material such as recycled wood chips used for agricultural purposes, or as fuel for industrial heating. Plastics will be eliminated completely from debris prior to performing this method.

Recycling – This method captures pre-identified types of debris materials for recycling and/or reuse. Currently, within Wyandotte County the capability to recycle metals such as aluminum, tin, and various other scrap metals exists. Community recycling centers are currently available in Wyandotte County for residential-type recycling, e-waste, white goods, and household hazardous waste. Wyandotte County does not have a construction and demolition debris recycling program.

Site Closure

When site operations are complete, the property must be restored to its original condition before returning the site to the property owner. This restoration includes the



removal of all traces of operations and possible remediation of any contamination that may have taken place during the operations. The site, whether owned or leased by Wyandotte County, must be brought back to its previous environmental state, prior to it being returned to the owner.

The final environmental site evaluation is an extension of the environmental monitoring program. Similar testing, as completed in the baseline study, will be conducted to confirm the site has been returned to its pre-activity state. Test samples will be taken at the same locations as those of the initial assessment and monitoring program. Based on the results of the testing, additional remediation may be required.

All operational documentation will be collected and organized, then submitted to Wyandotte County Emergency Management for review. If needed, these documents will be incorporated into disaster reimbursement requests per pre-determined processes established by county policy.

VI. Contracted Services

It may be necessary to contract for debris removal services if the magnitude of the disaster is beyond the capabilities of Wyandotte County, mutual aid agreements, and volunteer labor.

Emergency Contracting & Procurement Procedures

Type of Contract

Wyandotte County will use pre-event unit-price contracts awarded in non-disaster times. Contractors will be paid based on the number of cubic yards of eligible debris hauled per truckload to the temporary debris management site(s).

If additional contracted labor is needed during debris management operations, additional contracts may need to be instituted. The following list of contract types may be instituted per Wyandotte County procurement policies.

Lump Sum – Work within a prescribed boundary with a clearly defined scope (including finite timeframe) and a total price. There are two common uses of the lump sum contract which are as follows:

Area Method – This technique defines the geographical boundary in which the debris is to be collected. By providing geographical boundaries, the quantity of debris may be forecasted or estimated based on topography and land use.

Pass Method – This technique describes the number of times debris will be collected from the curbside within a specified geographical boundary. Limiting the number of passes for an area keeps the scope of work known.



The advantage of a lump sum contract is that the total price for the specified work is known at the time the bids are opened. Appendix E summarizes the lump sum structure, provisions, advantages, disadvantages, monitoring, and documentation.

Unit Price – Work done on an item-by-item basis with cost determined per unit. The quantities of work to be completed are estimated by Wyandotte County and included in the bid solicitation process. The estimated quantity of work described in the bid solicitation can be adjusted to reflect a more accurate quantity when debris operations are under way and the true extent of the disaster is realized. Appendix D summarizes the unit price structure, provisions, advantages, disadvantages, monitoring, and documentation.

Time and Materials – Contractor bills Wyandotte County for labor, equipment, materials, and overhead. This type of contract is used when the scope of work necessary to achieve an outcome is unknown. Moreover, this type of contract establishes hourly rates for labor and equipment that will be used to perform specific tasks. Solicitation for a time and materials contract will include descriptions of the types of work items that would be required for debris removal, debris processing, and recycling.

Wyandotte County will establish the maximum number of hours this type of contract can work or set a ceiling of no more than a set number of hours of actual work. Wyandotte County will carefully monitor these contracts by requiring contractors to provide daily work reports and other control measures as deemed necessary.

This type of contract is the least preferred and is typically only used for initial emergency work or when there are complex life-saving activities dependent on the removal of debris. Appendix F summarizes the time and materials structure, provisions, advantages, disadvantages, monitoring, and documentation.

General Contract Provisions

To protect the interests of Wyandotte County, specific items will be included in the contract to minimize potential conflicts with the contractor. These items include the following:

- *Basis of payment* – Basis of payment is usually based on the volume and/or weight of the contractor's loads.
- *Duration of the contract* – To ensure debris removal is conducted expeditiously, the contract will include specific timelines for work to be completed.
- *Performance measures* – Wyandotte County will implement progress payments for services as specific performance tasks have been met and documented.



- Agreement to restore collateral damage – A contract provision will include a requirement that the contractor is to restore and/or repair (at the contractor's cost) all damaged infrastructure back to pre-existing conditions if the damage was caused by their activities.
- Termination for convenience -- This clause allows Wyandotte County the ability to terminate the contract if the contractor does not deliver services in the manner delineated in the contract.
- Conflict resolution process – This contract provision will include alternatives for mediation should an issue prove difficult to solve.
- Standard Unified Government Provisions – Certain mandatory Wyandotte County Contract provisions will be attached as a separate exhibit to the agreement.

Contract Scope of Work

Will reference one of the following:

- o Eligible Work
- o Work eligible under FEMA Public Assistance regulations, policies, and guidance
- o Work performed on public property and/or public rights-of-way

Units of work must be viewed uniformly to prevent work on one piece of debris on multiple occasions (ex: removing a leaning portion and then cutting the stump to the ground cannot be two separate unit costs).

Contract Limitations & Misconceptions

- Avoid "piggyback contracts" with neighboring jurisdictions
- Use caution with shared contracts
- Cost-plus-percentage-of-cost contracts will not be used
- Avoid contracts with any phrase that implies, insinuates, or otherwise uses phrases that indicate FEMA pre-approval

Procurement Policy

Wyandotte County jurisdictions will follow the Board of County's Commissioners Resolution for all emergency procurement rules, regulations, limitations, and exceptions.

Additional Contract Requirements^[WN2]

- All contracts in excess of \$10,000 must contain a provision for termination for cause and for convenience by Wyandotte County.



- For contracts over \$100,000, the following minimum bonding requirements will apply:
 - o A bid guarantee from each bidder equivalent to 5% of the bid price
 - o A performance bond on the part of the contractor for 100% of the contract price
 - o A payment bond on the part of the contractor for 100% of the contract price

VII. Private Property Demolition and Debris Removal ^[WVN3]

As stated elsewhere in this plan, it is the intention of Wyandotte County to collect debris located and/or placed in curbside rights-of-way. County staff, contractors, or other representatives will not enter onto private property to collect such debris. In the event that damage is not abated and/or debris is not removed and such conditions are deemed to constitute a dangerous, health or nuisance condition, necessary authority will be provided by the Wyandotte County Board of Commissioners.

If deemed appropriate due to the scope of the disaster and/or debris generated by such a disaster, the County Board of Commissioners along with City Officials may take additional formal executive action to authorize collection of debris on private property provided such authorization ensures that the applicable property owner(s) execute a waiver or release of liability developed by Wyandotte County in coordination with FEMA or other applicable State & Federal agencies.

Prior to any removal of debris from private property, the following documentation will be sent to FEMA's Federal Coordinating Officer (FCO):

- Documentation confirming the existence of an immediate threat on public property (44 CFR 206.224(a));
 - o Immediate threat to life, public health, and/or safety
 - o Immediate threat to improved property determination
 - o Removal will expedite economic recovery of Wyandotte County
- Documentation of the legal authority to enter that property (44 CFR 206.224(b));
- Documentation that a legally authorized official has ordered the exercise of public authority to enter private property to perform debris removal (44 CFR 206.223(a)(3); and
- Indemnification for the Federal government and its employees, agents, and contractors from any claims arising from the removal of debris (44 CFR 206.9).

The FCO will approve or disapprove, in writing, Wyandotte County's request. If approval is granted, debris removal can begin with the pre-determined scope of work; however the following documents will be created during debris management operations:



- Right-of-Entry – This document must be signed by the property owner and will include a hold harmless agreement and indemnification applicable to the project's scope of work.
- Physical Documentation – Photos will be taken to show the condition of the property prior to the beginning of the work. Pictures will document the address and scope-of-work on the private property.
- Private Property Debris Removal (PPDR) Assessment – A property specific assessment will be created to establish the scope of eligible work. The PPDR can be a map or other documentation system that serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to the improved property or rights-of-way.
- Documentation of Environmental and Historic Review – Documents environmental and historical preservation compliance as established in 44 CFR Parts 9 and 10 as well as any relevant Kansas or Wyandotte County resolution, Statute, or ordinance.

Additional documentation may be required by the FCO on a case-by-case basis to demonstrate the proposed work is in compliance with all Federal, State, and local laws and regulations.

VIII. Public Information Plan

Distribution Strategy

Public information related to debris management will be submitted to the public by all methods available. Although there will be an operational public information officer designated by the Debris Project Manager, this position will work in cooperation with the Wyandotte County Public Information Officer to facilitate the distribution of public information. The following communication vehicles will be considered when performing this function:

- Mass Media – This includes local television, radio, newspapers, Social Media, or community newsletters that reach the impacted area(s).
- Internet Sites – Information will be posted to the Unified Government of Wyandotte County webpage (www.wycokck.org)
- Public forums – This includes interactive meetings at a local government building(s).
- Direct Delivery Products – This includes door hangers, direct mail, fact sheets, flyers within bills, billboards, etc.

Using these various communication methods will ensure the distribution of information even if power, utilities, and other infrastructure have been damaged during the disaster. Providing this information to the workers in the field is also a critical way to distribute vital information.



The Public Information Officer may choose to establish a Debris Information Hub if the size of the debris management process warrants it. This may include a direct Wyandotte County hotline or information may be routinely submitted to the regional 2-1-1 system or the local 3-1-1 system.

Through the listed mechanisms, the public will be encouraged to do the following (see Appendix N for a curbside example):

- Separate debris materials – burnable materials, non-burnable materials, household hazardous waste (HHW), and recyclable materials;
- Place separated materials at local curbside;
- Keep debris materials from fire hydrants;
- Report illegal debris material dump sites; and
- Review all debris removal routes and schedules

IX. Plan Maintenance

As a support addendum to the Wyandotte County Emergency Operations Plan, this Plan will be reviewed on an annual basis for necessary changes or additions in order to maintain operational and legal requirements.

X. Acronyms

DMS	Debris Management Site
DPM	Debris Project Manager
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HHW	Household Hazardous Waste
KDEM	Kansas Department of Emergency Management
KDHE	Kansas Department of Health and Environment
NRCS	National Resources Conservation Service
TDMS	Temporary Debris Management Site
USACE	United States Army Corp of Engineers
USDA	United States Department of Agriculture
VCM	Vegetative Cover Multiplier
WMD	Weapon of Mass Destruction

XI. Definitions

Disaster-generated debris: Any material, including trees, branches, personal property, and building material on public or private property that is directly deposited by the disaster.

Improved property: Any structure, facility, or equipment that was built, constructed, or manufactured. Examples include houses, sheds, car ports, pools, and gazebos. Land used for agricultural purposes is not improved property.



Private property: Land and structures, to include contents within the structures, built on land that is owned by non-governmental entities.

Private road: Any non-public road for which a subdivision of the State is not legally responsible to maintain. Private roads include roads owned and maintained by homeowners associations, including gated communities, and roads for which no entity has claimed responsibility. Local police, fire, and emergency medical entities may use these roads to provide services to the community.

Root Ball: The tightly packed mass of roots and soil produced by a plant.

XII. Appendices

Appendix A:	Hazardous Stump Worksheet
Appendix B:	Stump Conversion Table
Appendix C:	Sample DMS Layout with Operational Boundaries
Appendix D:	Unit Price Contract Summary Matrix
Appendix E:	Lump Sum Contract Summary Matrix
Appendix F:	Time and Materials Contract Summary Matrix
Appendix G:	Operational Safety Awareness & Regulations
Appendix H:	Federal Guide Load Ticket
Appendix I:	Sample Debris Load Ticket
Appendix J:	Debris Management Sites and Available Landfills
Appendix K:	Truck Certification Form
Appendix L:	Debris Monitoring Tips
Appendix M:	List of Preferred Vendors
Appendix N:	Debris Notification Sheet
Appendix O:	Right of Entry
Appendix P:	Debris site check off

**APPENDIX A: Hazardous Stump Worksheet****Hazardous Stump Worksheet**

Applicant: _____ Date: _____

Applicant Representative: _____ Signature: _____

FEMA Representative (if available): _____ Signature: _____

State Representative (if available): _____ Signature: _____

	Physical Location (i.e., Street address, road, cross streets, etc.)	Description of Facility (ROW, Park, City Hall, etc.)	Hazard		GPS (decimal degrees, 00.000000)		Tree Size (Diameter)	Eligible		Fill For Debris Stumps CY	Comments (See attached sketch, photo, etc.)
			Yes	No	Latitude (N)	Longitude (W)		Yes	No		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

**APPENDIX B: Stump Conversation Table****Stump Conversion Table****Diameter to Volume Capacity**

The quantification of the cubic yards of debris for each size of stump in the following table was derived from FEMA field studies conducted throughout the State of Florida during the debris removal operations following Hurricanes Charley, Frances, Ivan and Jeanne. The following formula is used to derive cubic yards:

$$\frac{[(\text{Stump Diameter}^2 \times 0.7854) \times \text{Stump Length}] + [(\text{Root Ball Diameter}^2 \times 0.7854) \times \text{Root Ball Height}]}{46656}$$

0.7854 is one-fourth Pi and is a constant.

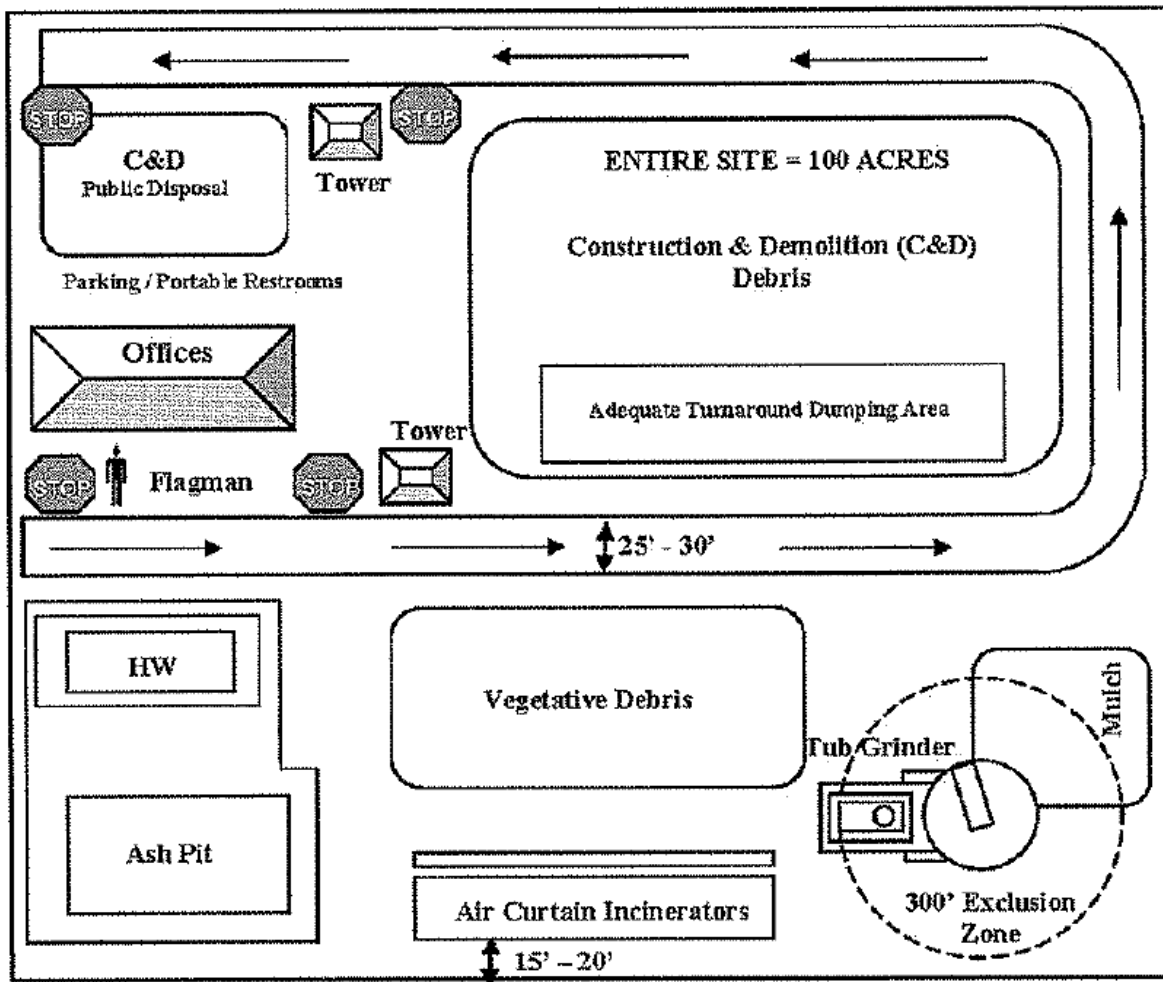
46656 is used to convert cubic inches to cubic yards and is a constant

The formula used to calculate the cubic yardage used the following factors, based upon findings in the field:

- Stump diameter measured two feet up from ground
- Stump diameter to root ball diameter ratio of 1:3.6
- Root ball height of 31"

Stump Diameter (Inches)	Debris Volume (Cubic Yards)	Stump Diameter (Inches)	Debris Volume (Cubic Yards)
6	0.3	46	15.2
7	0.4	47	15.8
8	0.5	48	16.5
9	0.6	49	17.2
10	0.7	50	17.9
11	0.9	51	18.6
12	1	52	19.4
13	1.2	53	20.1
14	1.4	54	20.9
15	1.6	55	21.7
16	1.8	56	22.5
17	2.1	57	23.3
18	2.3	58	24.1
19	2.6	59	24.9
20	2.9	60	25.8
21	3.2	61	26.7
22	3.5	62	27.6
23	3.8	63	28.4
24	4.1	64	29.4
25	4.5	65	30.3
26	4.8	66	31.2
27	5.2	67	32.2
28	5.6	68	33.1
29	6	69	34.1
30	6.5	70	35.1
31	6.9	71	36.1
32	7.3	72	37.2
33	7.8	73	38.2
34	8.3	74	39.2
35	8.8	75	40.3
36	9.3	76	41.4
37	9.8	77	42.5
38	10.3	78	43.6
39	10.9	79	44.7
40	11.5	80	45.9
41	12	81	47
42	12.6	82	48.2
43	13.3	83	49.4
44	13.9	84	50.6
45	14.5		

APPENDIX C: Sample DMS Layout with Operational Boundaries



**APPENDIX D: Unit Price Contract Summary Matrix**

Unit Price Contract Summary Matrix						
Type of Contract	Structure and Use	Required Provisions	Advantages	Disadvantages	Monitoring	Documentation
UNIT PRICE	Uses units of measure (cubic yards, tons, each) and prices to develop line item costs and total contract costs	Specific documentation requirements, based on quantifiable units, such as load tickets, and payment	Scope of work may be adjusted easily at a known cost	Possibility of contractor fraud if operations are not closely monitored	Labor intensive	Load ticket system
	Used when scope of work is difficult to quantify. The bid proposals are based on applicant-estimated quantities and units of work		Accurate account of actual quantities when work is complete	Trucks require measurement and loads accurately documented		
			Simplicity of contract encourages competition	Segregated curbside collection may complicate the scope of work		
			Low risk for contractors			Monitors at collection points and where the debris is unloaded (DMS or final disposition)



APPENDIX E: Lump Sum Contract Summary Matrix

Lump Sum Contract Summary Matrix						
Type of Contract	Structure and Use	Required Provisions	Advantages	Disadvantages	Monitoring	Documentation
LUMP SUM	All Lump Sum	Establishes a fixed contract based on the applicant scope of work specified in the bid solicitation Used when the scope of work is clearly defined by the applicant, including quantity, type, and location of debris	Specific process for a change order request, exact quantity of debris, and types of debris. Provision to cover if the collection or unloading location changes after the contract is awarded	Cost is established at the bid opening Easy to determine when the work is complete	Scope of work must be very specific to avoid change orders Often difficult to quantify debris and identify the types of debris requiring collection	Minimum Amount of debris collected, reduced/ recycled, and disposed will be required to establish reasonable price
	Collection - Area Method	Used when a well defined area can be provided for bidding purposes	Specific process for a change order request, exact quantity of debris, and types of debris. Provision to cover if the collection or unloading location changes after the contract is awarded	 <		



APPENDIX F: Time and Materials Contract Summary Matrix

Time-and-Materials Contract Summary Matrix						
Type of Contract	Structure and Use	Required Provisions	Advantages	Disadvantages	Monitoring	Documentation
TIME-AND-MATERIALS	Paid on an hourly rate for labor, materials, and equipment	Capped by the period of performance and/or monetary ceiling	Good for response activities	Requires close contractor oversight and direction as to work to be performed	Labor Intensive	Intense
	A known quantity of work is not established prior to the contractor beginning work	Price for equipment applies only when the equipment is in use Hourly rate for equipment includes fuel, maintenance, and repair Bids should include all overhead costs Specific hours the contractor is to perform work (to ensure monitoring staff is present to document activity) No guarantee of a minimum number of hours If multiple contracts are awarded, the period of performance should run concurrently rather than consecutively	Extremely flexible; not limited by a specific scope of work Range of uses; appropriate clearance of major access routes or roads to critical facilities	Requires documentation of actual hours worked by equipment and operators Reasonable hourly rates may be difficult to establish if not competitively bid Equipment specifications may have to be generalized in order to encourage competition Requires full-time trained monitors to document work completed and verify hours worked		

**APPENDIX G: Operational Safety Awareness & Regulations**Potential Hazards

Wyandotte County responders, along with contracted workers, may face the following potential hazards while performing debris management operations:

• Unstable work surfaces	• Roadside work
• Structural integrity	• Driving
• Flying debris (eye injuries)	• Breathing dust and fine air particles
• Heavy equipment	• Falling Ice & Debris
• Electrical	• Carbon monoxide and smoke inhalation
• Excessive noise	• Severe weather
• Falls from heights	• Potential chemical exposures
• Molds	• Bites and stings
• Blood-borne diseases	• Water and food sanitation
• Personal sanitation and Hygiene	• Traumatic stress
• Confined spaces	• Heat stress and cold stress

Safety Regulations

Wyandotte County personnel are subject to the rules and regulations of the Kansas Department of Labor, while contracted personnel are subject to OSHA regulations. However, since these regulations are often tied together, the following list of regulations will be considered before, during, and after all debris management activities.

- 29 CFR 1910.1200 (HazCom)
- 29 CFR 1910.120 (Hazwoper)
- 29 CFR 1910.134 (Respiratory Protection)
- 29 CFR 1910.146 (Confined Spaces)
- 29 CFR 1910.1030 (Bloodborne Pathogens)
- 29 CFR 1926.20-35 (General Construction),
- 29 CFR 1910.23 (Fall Protection),
- 29 CFR 1915.159 (Fall Arrest Equipment)
- 29 CFR 1910.132 (Personal Protective Equipment),
- 29 CFR 1910.137 & 29 CFR 1910.332 (Electrical safety),
- 29 CFR 1910.147 (Lockout/Tagout), and
- All other local, State, or Federal safety regulations.

Health Concerns

Exposure to potentially hazardous conditions may require immunization and/or monitoring from public health experts. Specific considerations include tetanus, hepatitis A, or other vaccines as recommended by the Wyandotte County Public Health Department.

**Appendix H: Federal Guide Load Ticket**

Load Ticket		Ticket No. 0012345	
Municipality (Applicant)		Prime Contractor	
		Sub-Contractor	
Truck Information			
Truck No		Capacity	
Truck Driver (print legibly)			
Loading Information			
Loading	Time	Date	Inspector/Monitor
Location (Address or Cross Streets)			
When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)			
N		W	
Unloading Information			
Debris Classification		Estimated %, CYs, or Actual Weight	
☐ Vegetation ☐ C&D ☐ White Goods ☐ HHW ☐ Other* See Below			
Unloading	Time	Date	Inspector/Monitor
DMS Name and Location			
*Other Debris Explanation		Original: Applicant Copy 1: _____ Copy 2: _____ Copy 3: _____	

**APPENDIX I: Sample Debris Load Ticket**^[WN4]

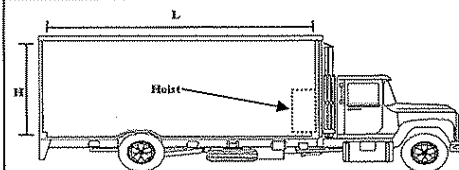
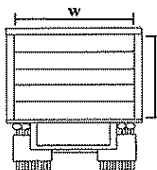
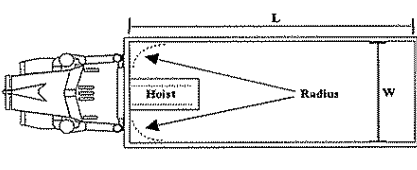
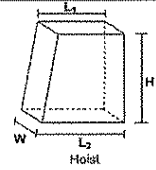
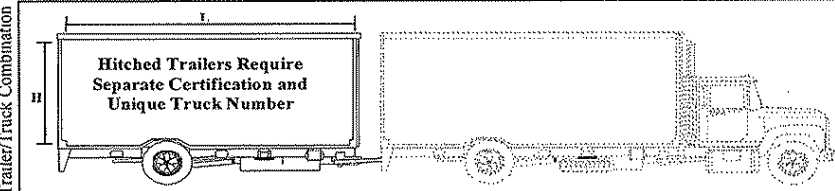
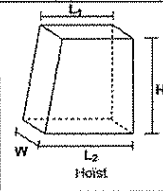
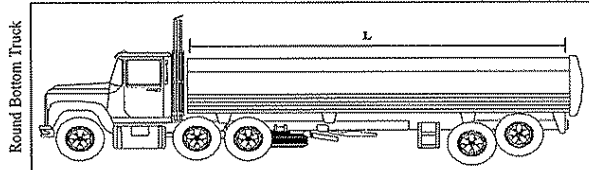
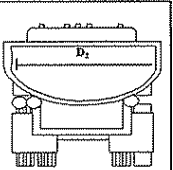
LOAD TICKET		Ticket No. 000001
Section 1		
Prime Contractor:	Date:	
Subcontractor (Hauler):	Departure Time:	
Driver:	Truck Plate No.:	
Measured Bed Capacity (cu. yds.):		
Debris Pickup Site Location: (must be a street address)		
Debris Type: ☐ Vegetation ☐ Construction & Demolition ☐ Mixed ☐ Other:		
Loading Site Monitor: Print Name:		
Signature:		
Remarks:		
Section 2		
Debris Disposal Site Location:		
Estimate	Debris Quantity: cu. yds.	Arrival Time:
Disposal Site Monitor: Print		Name:
Signature:		
Remarks:		
Copies: White – Load Site Monitor Green – Disposal Site Monitor		
Canary, Pink, Gold – Onsite Contractor's Representative or Driver		


APPENDIX J: Debris Management Sites and Available Landfills

Debris Management Sites	Routine: County HHW Drop Off	Routine: County Vegetation Processing	Routine: Waste Management Landfill	Emergent: Providence Medical Center Amphitheater	Emergent: Orville Avenue	Emergent: Wolcott and Hutton
Ownership	City of Kansas City, Kansas	City of Kansas City, Kansas	Waste Management Inc.	Board of County Commissioners	Wyandotte County Landbank	City of Kansas City, Kansas
Location	2442 S 88 th St. Kansas City, KS 66111	8205 Riverview Ave, Kansas City, KS 66112	17955 Holliday Drive, Shawnee Mission, KS 66217	633 N 130 th St., Bonner Springs, KS 66012	4533 Orville Ave., Kansas City, KS 66102	9612 Main St, Kansas City, KS 66109
Latitude and Longitude	39.056321, -94.781312	39.097481, -94.770357	39.041093, -94.793660	39.111419, -94.878152	39.108984, -94.686066	39.188039, -94.802626
Size	12 Acres	8 Acres	NA	36 Acres	24 Acres	4 Acres
Access Route – Ingress	I 435 to Woodend Ave to S 88 th St.	I 70 to N 78 th St to Riverview Ave to N 82 nd Ter.	I 435 to Holliday Dr to Woodwardz St.	State Ave. to N 126 th St, or State Ave. to N 130 th St on the west side.	State Ave. to N 47 th St., then south to Orville Ave.	I-435 to K-5 Hwy North, to Hutton Rd., to Wolcott Dr.
Ingress Road Types	Paved, gravel on site	Paved to gravel	Paved, gravel on site	Paved	Paved, gravel on site	Paved
Access Route – Egress	Same as ingress	Same as ingress	Same as ingress	N 126 th St on east side of property	South out of lot to Kaw Dr.	Same as Ingress
Egress Road Types	Paved	Gravel to paved	Gravel to paved	Paved	Gravel to paved	Paved
Approved Debris Streams	HHW and Vegetation	Vegetation	Vegetation	Can be used for vegetation and C&D, but would need approval from KDHE	Can be used for vegetation and C&D, but would need approval from KDHE	Can be used for vegetation, but would need approval from KDHE
Environmental Status	Approved	Approved	Approved	Not currently approved	Not currently approved	Not currently approved

Note: None of these locations will accept radiological material or putrescent waste.

APPENDIX K: Truck Certification Form

DUMP TRUCK			
Measurements Truck Measurements Hoist Measurement Radius Length (L) = Length₁ (L₁) ft = Length₂ (L₂) ft = Radius ft = Width (W) ft = Width_H (W_H) ft = Height (H) ft = Height_H (H_H) ft = Height (H) =			
Calculations Bed Volume (Basic) Hoist Volume Radius Volume Total = cyd $(L \times W \times H) / 27 =$ cyd $((L_1 + L_2) / 2 \times W_H \times H_H) / 27 =$ cyd $(3.14 \times R^2 \times H) / 27 =$ cyd Total = cyd Cubic Yards			
   			
EXTRA TRAILER			
Measurements Truck Measurements (Basic) Hoist Measurement Radius Length (L) = Length₁ (L₁) ft = Length₂ (L₂) ft = Radius ft = Width (W) ft = Width_H (W_H) ft = Height (H) ft = Height_H (H_H) ft = Height (H) =			
Calculations Bed Volume (Basic) Hoist Volume Radius Volume Total = cyd $(L \times W \times H) / 27 =$ cyd $((L_1 + L_2) / 2 \times W_H \times H_H) / 27 =$ cyd $(3.14 \times R^2 \times H) / 27 =$ cyd Total = cyd Cubic Yards			
 			
ROUND BOTTOM TRUCK			
Measurements Truck Measurements Length (L) ft = Diameter (D) ft =			
Calculations Approx. Volume $(3.14 \times (D/2)^2 \times L) / 27 =$ cyd (round bottom portion only)			
  Cubic Yards			



General Information			
Applicant: _____	Monitor: _____		
Contractor: _____	Date: _____		
Measurement Location: _____	County: _____		
Declaration Number: _____			
Truck Information			
Make	Year	Color	License
Truck Measurements Performed By: _____ Date: _____ Volume Calculated By: _____ Date: _____ Both Checked by: _____ Date: _____			
Driver Information			
Name: _____			
Address: _____			
Phone Number: _____			
Owner Information			
Name: _____			
Address: _____			
Phone Number: _____			
Truck Identification		Truck Capacity	
Photo (See reverse for calculation worksheet)			

**APPENDIX L: Debris Monitoring Tips**

Debris monitoring is a critical piece of the overall operation. By avoiding the following fraudulent acts, operational compliance is maintained:

Inaccurate Truck Capacities – Trucks will be measured before operations, and load capacities will be documented by truck number. Periodically, trucks will be pulled from operations and reassessed.

Trucks Not Fully Loaded – Do not accept the contention that loads are higher in the middle and if level would fill the truck.

Trucks Lightly Loaded – Trucks arrive loaded with treetops with extensive voids in the load. Trucks need to be loaded to their full capacity with front end loaders or other similar equipment.

Trucks Overloaded – Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards.

Changing Truck Numbers – Trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers with a smaller carrying capacity have been changed to one with a larger capacity. Periodically re-measuring the trucks will identify this issue.

Reduced Truck Capacity or Increased Truck Weight – There have been occasions where trucks have had heavy steel grating welded two to three feet above the bed after being measure, thus reducing the capacity or inflating the weight of the load. Periodically re-measuring the trucks will identify this issue.

Wet Debris When Paid by Weight – Excessive water added to debris will increase the weight of the load. When the contractual unit cost is based on weight, this increases the cost to Wyandotte County. This can be detected during monitoring if there is excessive water dripping from the truck bed.

Multiple Counting of the Same Load – Trucks have been reported driving through the disposal site without unloading, then re-entering with the same load. This can be detected by observing the time of departure and the time of arrival recorded on the driver's load ticket.

Picking up Ineligible Debris – Monitors will have a good understanding of eligible debris and any time limits imposed on picking up specific types of debris.

**APPENDIX M: List of Preferred Vendors**

Asplundh Tree Expert Co. and Kaw Valley Sand and Gravel Inc. were pre-selected as potential debris management vendors during disaster response and recovery operations. Selected information for each company is listed below:

	Asplundh Tree Expert Co.	Kaw Valley Sand and Gravel Inc.
Phone Number:	816-453-1300	913-281-9550
Corporate Address:	708 Blair Mill Road Willow Grove, PA 19090	5600 Kansas Ave. Kansas City, KS 66106
Firm Size:	National	Local
Year Established:	2001	1984
Licensed in Kansas:	Yes	Yes
Primary Contact:	Scott Leonard: 913-469-5440 or 913-915-0182	Tim Cates: 913-281-9550
Dedicated Equipment:	Lifts, chippers, loaders, trucks, etc.	Demolition equipment, excavating equipment, on-site recycling equipment, crushing equipment, and more
Quoted Price:	Determined per incident	Determined per incident

The specific proposals for each company will be determined at the time of the incident.



Appendix N: Debris Notification Sheet

Your area has been involved in a disaster event

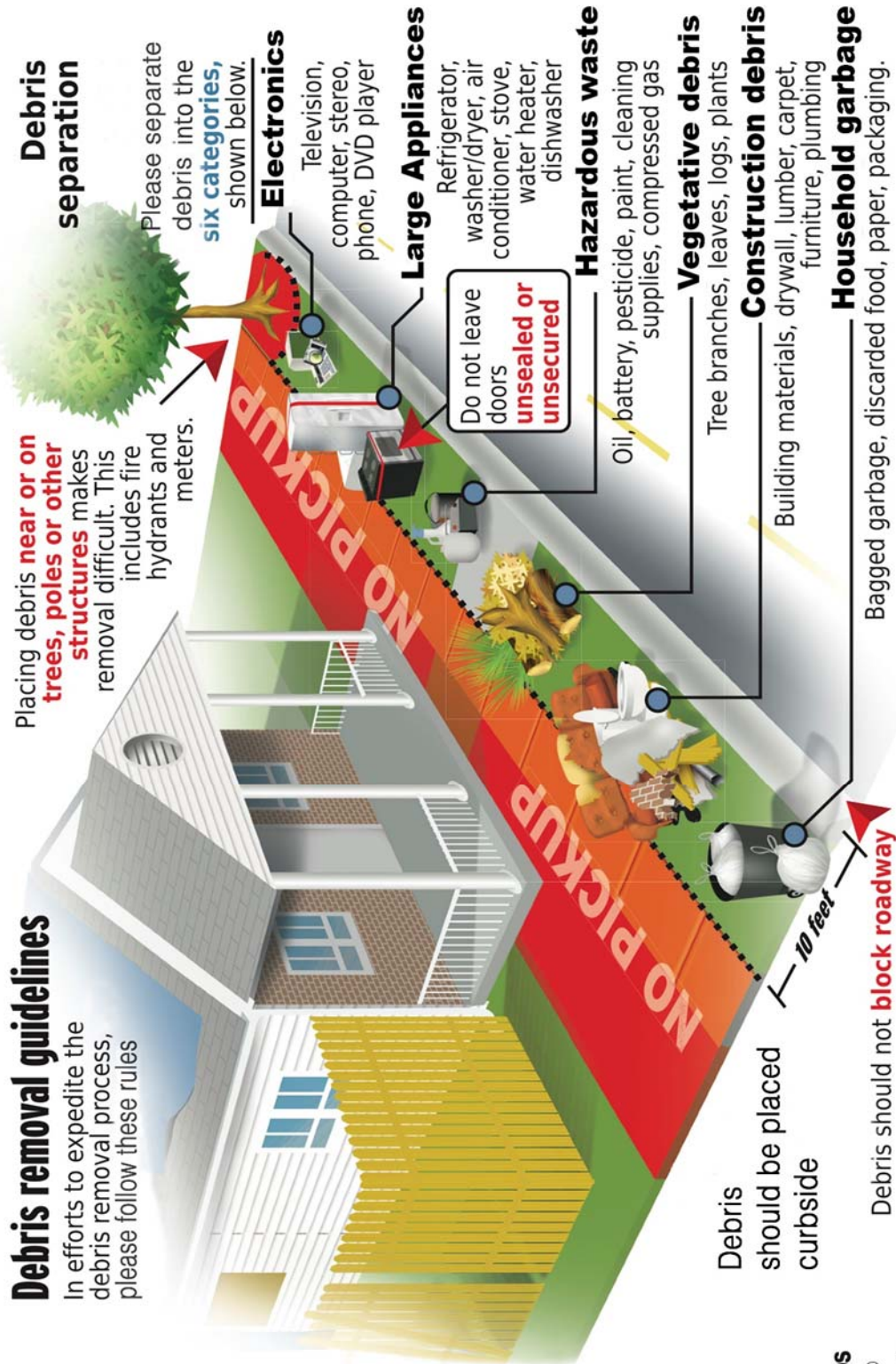
Please avoid placing debris over Fire Hydrants and Gas Meters and in the street.

To assist in the debris clean up, please separate the following at the curbside.

To Expedite Clean-up efforts please separate debris as follows in separate piles:

- *Trees and Vegetation*
- *White goods (washing machine, refrigerators)*
- *Clean construction debris (2x4's and such, plywood)*
- *Metals*
- *Household hazardous chemicals (Paints, bug killers, cleaning products)*
- *Electronic Waste (TVs, computers, etc.)*
- *Personnel Property*

We thank you for your cooperation through these trying times; any questions please call 311.



Published with permission of the Tuscaloosa News



Appendix O: Right of Entry

RIGHT OF ENTRY AGREEMENT

I/We _____, the owner(s) of the property commonly identified as

_____, State of _____
(street) (city/town) (county)

do hereby grant and give freely and without coercion, the right of access and entry to said property to the County/City of _____, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the City/County of _____, State of _____, its agencies, contractors, and subcontracts, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located in the described property.

I/We (have _____, have not _____) (will _____, will not _____) receive any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense. For the considerations and purposes set forth herein, I set my hand this _____ day of _____, _____.

Owner

Witness

Owner

Telephone No.

Telephone No. and Mailing Address



Appendix P: Debris site check off

Disaster Debris Management Site Selection Worksheet

Site Name _____

Site Address _____

Estimated Size in Acres _____

Estimated Volume of Debris Able to Hold (cubic yards) _____

(Note: Assume up to 16,000 cubic yards/acre and only 40 percent of site available for debris storage.)

Primary Local Government Point of Contact:

Name _____ Phone _____ Email _____

Secondary Local Government Point of Contact:

Name _____ Phone _____ Email _____

Preferred Disaster Debris Management Site Criteria

- ☐ The site is owned or controlled by municipal or state government.
- ☐ The site has easy access, including being near the area of debris generation, easy to enter and exit, and near transportation arteries.
- ☐ The site is ready to use as a debris management site without extensive site modifications.
- ☐ The debris storage and handling areas would be at least 100 feet from property lines.
- ☐ To the maximum extent possible, the site location minimizes potential environmental and public health impacts, including considering setbacks from public water supplies, surface water bodies, and residential dwellings and avoiding areas such as flood plans, drinking water Zone IIs, and Areas of Critical Environmental Concern.



If any of these criteria are not met, please explain why not and how any concerns regarding that criterion would be addressed: _____

Anticipated Site Activities

(Note: intended for use only in declared disaster, NOT for routine operation.)

- ☐ A site plan and layout has been prepared that considers the management and operating practices recommended in this guidance.

What types of disaster debris do you expect to manage at this site? (e.g., vegetative waste, C&D debris, hazardous household products, etc) _____

What debris processing or other handling activities do you expect to conduct at this site? (e.g., sorting and transfer for recycling, chipping vegetative waste, transfer of trash for disposal, etc.) _____

Please summarize any other benefits or concerns with using this site as a debris management site.



Staff Request for Commission Action

Tracking No. 171340

Full Commission Meeting Date: 11/30/17

Committee: Public Works & Safety

Date of Standing Committee Action: 10/23/17

(If none, please explain):

Publication Required: No

<u>Date:</u> 10/11/2017	<u>Contact Name:</u> Matt May	<u>Contact Phone:</u> x6337	<u>Contact Email:</u> mmay@wycokck.org	<u>Department/Division:</u> Emergency Management
<u>Item Description:</u> 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 Base Plan. We present this proposed revision to this body for awareness and consideration for adoption.				
<u>Action Requested:</u> Recommended Action: Submit to the County Administrator for signature. Alternate Action: Move forward for consideration by the Commission for November 30 th meeting				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Base Plan w Resolutions				

WYANDOTTE COUNTY EMERGENCY OPERATIONS PLAN 2018



BASE PLAN CONTENTS

Approval and Implementation	1
Modifications	1
1 Introduction	2
2 Purpose, Scope, Situation Overview, and Assumptions.....	2
2.1 Purpose	2
2.2 Scope	3
2.3 Situation Overview	5
2.3.1 Planning	5
2.4 Planning Assumptions	10
2.5 Structure of the Plan	12
2.6 County Overview	13
2.6.1 Geographic.....	13
2.6.2 Jurisdictions	14
2.6.2.1 Unified Government.....	14
2.6.2.2 City of Bonner Springs	15
2.6.2.3 City of Edwardsville	15
2.6.3 Economy	16
2.6.3.1 Economic Base.....	16
2.6.3.2 Demographics.....	16
2.6.3.3 Income and Poverty	17
2.6.3.4 Diversity.....	17
2.6.4 Public Safety Agencies	18
2.6.4.1 Law Enforcement.....	18
2.6.4.2 Medical Service	18
2.6.4.3 Fire Departments.....	20
2.6.4.4 Emergency Management	20
2.6.4.5 Communications/Dispatch Centers.....	20
2.6.5 Education	21
2.6.5.1 Public School Districts	21
2.6.5.2 Private Schools	21
2.6.5.3 Institutions of Higher Learning.....	21
2.6.6 Local Culture, Arts, and Humanities.....	22
2.6.6.1 Libraries	22
2.6.6.2 Museums.....	23
2.6.6.3 Parks and Recreation Areas.....	23
2.6.7 THIRA and the SPR	23
2.6.8 Risk Assessment.....	24
3 Concept of Operations.....	28

3.1	Normal Operations	28
3.2	Emergency Operations	28
3.2.1	Activation of the Plan.....	28
3.2.2	National Incident Management System	29
3.2.3	Multi-Agency Coordination	29
3.2.4	Wyandotte County Emergency Operations Center (EOC)	29
3.2.4.1	Emergency Operation Center Activation.....	30
3.2.4.2	EOC Activation Levels	31
3.2.4.3	EOC Organizational Structure.....	32
3.2.4.4	Departmental Operations Centers (DOC).....	35
3.2.5	Emergency Support Functions	35
3.2.6	Local Disaster Declaration.....	41
3.2.7	Functional and Access Needs Populations and Children	43
3.2.8	Household Pets and Service Animals	44
3.2.9	Identifying and Pre-Staging Resources	44
3.2.10	Other Response/Support Agency Plans	45
3.2.11	Resource Inventories	45
3.2.11.1	Mutual Aid Agreements	46
3.2.12	Damage Assessments.....	48
	Initial or Rapid Impact Assessments.....	49
	Joint Preliminary Damage Assessment (PDAs)	49
3.2.13	Legal Considerations	51
3.2.14	Public Safety in Emergencies	51
3.2.15	Intelligence Centers	52
4	Organization and Assignment of Responsibilities	53
4.1	Assignment of Responsibilities	53
4.1.1	County Government	53
4.1.1.1	Senior Elected Official	54
4.1.1.2	Emergency Support Functions.....	54
4.1.2	Municipal Government	55
4.1.3	Non-governmental and Volunteer Agencies.....	56
4.1.4	Private Sector.....	56
4.1.5	Citizen Involvement	57
4.1.6	Tribal Government	57
4.1.7	State Government.....	57
4.1.7.1	Governor	57
4.1.7.2	Kansas Division of Emergency Management.....	58
4.1.7.3	Commission on Emergency Planning and Response (CEPR).....	58
4.1.7.4	State Departments and Agencies	59
4.1.8	Federal Government	59
5	Direction, Control, and Coordination.....	61
5.1	County Level	61
5.2	Inter-state Civil Defense and Disaster Compact	61

6	Information Collection, Analysis, and Dissemination	61
7	Communications.....	62
8	Administration, Finance, and Logistics.....	62
8.1	Documentation	64
8.2	Finance	64
8.3	Logistics	67
9	Plan Development and Maintenance	67
10	Authorities and References.....	69

Contents of Emergency Support Function Annexes

ESF 1—Transportation

- 1 Purpose, Scope, Policies/Authorities
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Policies/Authorities
- 2 Concept of Operations
 - 2.1 Command, Control, and Notification
 - 2.2 Traffic Management
 - 2.3 Evacuations
 - 2.4 Transportation Infrastructure
 - 2.5 Considerations for Functional and Access Needs Populations and Children
 - 2.6 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
 - 4.1 Map of Wyandotte Population Density
 - 4.2 Map of County Highways
 - 4.3 Map of Wyandotte County Roads
 - 4.4 Map of Wyandotte County Railroad
 - 4.5 Map of Daycare Centers in Wyandotte County
 - 4.6 Map of schools in Wyandotte County
 - 4.7 Map of Hospitals in Wyandotte County
 - 4.8 Map of Nursing Homes in Wyandotte County

ESF 2—Communications

- 1 Purpose, Scope, Policies/Authorities
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Policies/Authorities
- 2 Concept of Operations
 - 2.1 Command, Control, and Notification
 - 2.2 Communications Infrastructure
 - 2.3 Considerations for Functional and Access Needs Populations and Children
 - 2.4 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
 - 4.1 Matrix of the Interoperable Communications Plan and compatible frequencies used by agencies during a response.
 - 4.2 List of the communication equipment utilized
 - 4.3 Describe information displays and software
 - 4.4 List of broadcast stations
 - 4.5 Identify volunteer and private sector communications available to augment emergency requirements
 - 4.6 Reference established plans and procedures detailing with communications protocols

ESF 3—Public Works and Engineering

- 1 Purpose, Scope, Policies/Authorities
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Policies/Authorities
- 2 Concept of Operations
 - 2.1 Command, Control, and Notification
 - 2.2 Protective Actions
 - 2.3 Debris Management
 - 2.4 Continuity of Operations/Repair/Restore
 - 2.5 Considerations for Functional and Access Needs Populations and Children

- 2.6 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 Map of Wyandotte County Drainage Districts
- 4.2 Potential Trash Collection and Temporary Storage Sites

ESF 4—Firefighting

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Firefighting Assistance Agreements
- 2.3 Considerations for Functional and Access Needs Populations and Children
- 2.4 Provision of Firefighting Services outside Impact Area
- 2.5 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 Map of fire service providers and coverage area.

ESF 5--Emergency Management

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Incident Assessment/Declarations
- 2.3 Incident Command
- 2.4 Emergency Operations Center
- 2.5 Considerations for Functional and Access Needs Populations and Children
- 2.6 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 EOC Organizational Chart
- 4.2 EOC Layout Diagram
- 4.3 ICS and NIMS Overview
- 4.4 Emergency/Disaster Event Flow Chart
- 4.5 Sample Emergency Declaration
- 4.6 Situation Report Format
- 4.7 EOC Activation Checklist

ESF 6--Mass Care, Housing and Human Services

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Sheltering People
- 2.3 Short and Long Term Housing
- 2.4 Emergency Relief Supplies
- 2.5 Considerations for Functional and Access Needs Populations and Children
- 2.6 Accountability of Disaster Survivors and Volunteers
- 2.7 Hazardous Materials Situations

- 2.8 Sheltering Animals/Co-habitation Sheltering
- 2.9 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 List of Shelters
- 4.2 Shelter Facility Survey
- 4.3 ARC Shelter Types/Uses
- 4.4 Federal Crisis Counseling Assistance and Training Program Overview
- 4.5 Center for Mental Health Services Formula for Estimating Disaster Related Mental Health Needs.
- 4.6 American Red Cross Shelter Operations Workbook (link)
- 4.7 Animal Sheltering Plan Supplemental.

ESF 7—Logistics and Resources

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Credentialing
- 2.3 Resource Directories
- 2.4 Resource Request and Management
- 2.5 Volunteer and Donations Management
- 2.6 Tracking Resources
- 2.7 Emergency Contracting
- 2.8 Considerations for Functional and Access Needs Populations and Children
- 2.9 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 EOC Organizational Chart
- 4.2 Directory of Resource Inventories
- 4.3 Generator Power Requirements for Critical Infrastructure and Essential Facilities
- 4.4 Volunteer Management

ESF 8--Public Health and Medical Services

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Continuity of Operations
- 2.3 Medical Surge
- 2.4 Epidemiology and Surveillance
- 2.5 Fatality Management
- 2.6 Pre-hospital Care
- 2.7 Medical Countermeasure (Mass Prophylaxis) Dispensing
- 2.8 Medical Material Distribution
- 2.9 Non-pharmaceutical Interventions
- 2.10 Responder Health and Safety
- 2.11 Volunteer Management
- 2.12 Environmental Health
- 2.13 Behavioral Health
- 2.14 Considerations for Functional and Access Needs Populations and Children
- 2.15 Phases of Emergency Management
- 3 Responsibilities

- 4 References/Attachments
- 4.1 Public Health Department Internal Call Tree
- 4.2 Public Health Department ICS Structure
- 4.3 Disaster Worker Activity Log
- 4.4 Disaster Supplies Used Log
- 4.5 Health Alert Network
- 4.6 List of Pharmacies

ESF 9--Search and Rescue

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Search and Rescue Operations
- 2.3 Recovering Victims
- 2.4 Considerations for Functional and Access Needs Populations and Children
- 2.5 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 Search and Rescue Markings

ESF 10--Oil and Hazardous Materials Response

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 General (Command, Control, and Notification)
- 2.2 Pre-Incident Activities
- 2.3 Warning/Alert/Public Announcement
- 2.4 Contamination
- 2.5 Medical Operations
- 2.6 Environmental Clean-Up
- 2.7 Considerations for Functional and Access Needs Populations and Children
- 2.8 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 Emergency Planning and Community Right to Know (EPCRA) Planning Requirements
- 4.2 Haz-Mat Incident Classification Scheme
- 4.3 Form A
- 4.4 Sample Public Information for Shelter In-Place

ESF 11--Agriculture and Natural Resources

- 1 Purpose, Scope, Policies/Authorities
- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 Command, Control, and Notification
- 2.2 Food and Water Supply
- 2.3 Animal Health Care
- 2.4 Incident Specific Operations

- 2.5 National or State Historical Properties
- 2.6 Considerations for Functional and Access Needs Populations and Children
- 2.7 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 KDA Fact Sheet – USDA Secretarial Declarations – How they are declared
- 4.2 Resources that may be needed in a food or agricultural emergency
- 4.3 Map of Wyandotte County Land Use
- 4.4 Map of Wyandotte County watersheds
- 4.5 Wyandotte County Properties/Districts on the National Register of Historic Places

ESF 11--Foreign Animal Disease Appendix

- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 Command, Control, and Notification
- 2.2 Resource Management
- 2.3 Public Information and Media Releases
- 2.4 Quarantine
- 2.5 Movement Control
- 2.6 Euthanasia
- 2.7 Decontamination and Disposal
- 2.8 Recovery State
- 2.9 Considerations for Functional and Access Needs Populations and Children
- 2.10 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments

ESF 12--Energy and Utilities

- 1.1 Purpose
- 1.2 Scope
- 1.3 Policies/Authorities
- 2 Concept of Operations
- 2.1 Operations and Restoration
- 2.4 Considerations for Functional and Access Needs Populations and Children
- 2.5 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
- 4.1 Board of Public Utilities Management Organization Chart
- 4.2 Utility Providers in Wyandotte County
- 4.3 Map of Electric Service Providers in Wyandotte County
- 4.4 Map of Electricity Providers in Bonner Springs
- 4.5 Map of Natural Gas Service Providers in Wyandotte County
- 4.6 Map of Propane Service Providers in Wyandotte County
- 4.7 Map of Sewer Utility in Wyandotte County
- 4.8 Map of Water Service Providers in Wyandotte County
- 4.9 Map of Private Companies with Bulk Petroleum Storage in Wyandotte County
- 4.10 *Fuel Suppliers*
- 4.11 *Critical Infrastructure/Essential Facilities Backup Generator Power Specifications*
- 4.12 *Electricians for Generator Hook-up / Electrical Contractors*
- 4.13 *Priority Restoration List* Map of Private Companies with Bulk Petroleum Storage in Wyandotte County

ESF 13--Public Safety and Security

- 1 Purpose, Scope, Policies/Authorities
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Policies/Authorities
- 2 Concept of Operations
 - 2.1 Command, Control, and Notification
 - 2.2 Capabilities
 - 2.3 Public Safety/Security/Protection
 - 2.4 Continuity of Operations
 - 2.5 Considerations for Functional and Access Needs Populations and Children
 - 2.6 Phases of Emergency Management
- 3 Responsibilities
- 4 references/Attachments
 - 4.1 Map of Public Safety Providers in Wyandotte County

ESF 14—Assessment, Recovery and Mitigation

- 1 Purpose, Scope, Policies/Authorities
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Policies/Authorities
- 2 Concept of Operations
 - 2.1 General (Command, Control, and Notification)
 - 2.2 Damage Assessments
 - 2.3 Environmental Assessment
 - 2.4 Types of Disaster Declarations
 - 2.5 Other Needs Considerations (including functional and access needs populations and children)
 - 2.6 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
 - 4.1 Damage Assessment Form
 - 4.2 Disaster Assistance Programs

ESF 15--Public Information and External Communication

- 1 Purpose, Scope, Policies/Authorities
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Policies/Authorities
- 2 Concept of Operations
 - 2.1 Command, Control, and Notification
 - 2.2 Public Announcement/Media Releases
 - 2.3 Considerations for Functional and Access Needs Populations and Children
 - 2.4 Phases of Emergency Management
- 3 Responsibilities
- 4 References/Attachments
 - 4.1 Sample protective action measures
 - 4.2 Resources available for disseminating emergency public information
 - 4.3 Language Line
 - 4.4 Interpreter/Translator Services
- 2.2 Command, Control, and Notification
- 2.2 Resources
- 2.3

Unified Government of Wyandotte County/Kansas City, Kansas

Resolution No.

8-42-12

A RESOLUTION ADOPTING A LOCAL EMERGENCY OPERATIONS PLAN

WHEREAS, one of the responsibilities of Kansas counties required by K.S. A. 48-929, is the development and promulgation of a County emergency Operations Plan (EOP) with the intention of saving lives and protecting property in the event of a major emergency or disaster.

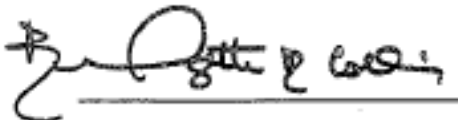
WHEREAS, this planning includes: Mitigation to reduce the probability of occurrence and minimize the effects of unavoidable incidents; Preparedness to respond to emergency/disaster situations; Response actions during an emergency/disaster; and Recovery operations that will ensure the orderly return to normal or improved conditions following an emergency/disaster.

WHEREAS, the Wyandotte County Emergency Operations Plan has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administrative personnel, various governmental departments and private and volunteer agencies with the information required to function in a coordinated and integrated fashion and to ensure a timely and organized management of the consequences arising from emergencies/disasters.

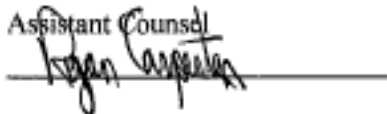
**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:**

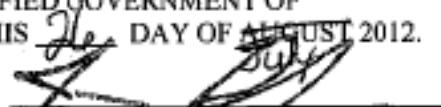
That the Commission of the Unified Government hereby adopts and endorses the Wyandotte County Emergency Operations Plan, May 2012 Edition.

ADOPTED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS THIS 26 DAY OF August 2012.



Unified Government Clerk
Approved as to form:

Assistant Counsel



Joe Reardon, Mayor/CEO

RESOLUTION NO. 2012-08

A Resolution to Adopt A Local Emergency Operations Plan

WHEREAS, one of the responsibilities of cities and counties in Kansas required by K.S.A. 48-929, is the development and promulgation of an Emergency Operations Plan (EOP) to help save lives and protect property in the event of a major emergency or disaster.

WHEREAS, this plan includes Mitigation to reduce the probability of occurrence and minimize the effects of unavoidable incidents; Preparedness to respond to emergency disaster situations; Response actions during an emergency/disaster; and Recovery operations that will ensure the orderly return to normal or improved levels following an emergency/disaster.

WHEREAS, the Wyandotte County Emergency Operations Plan has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administrative personnel, various governmental departments and private volunteer agencies with the information required to function in a coordinated and integrated fashion and to ensure a timely and organized management of the consequences that arise from emergencies/disasters.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONNER SPRINGS, Kansas:

That the City Council hereby adopts and endorses the Wyandotte County Emergency Operations Plan, May 2012 Edition.

Adopted by the City Council and signed by the Mayor on September 10, 2012.

Attest:


Rita Hoag, City Clerk


Clausie W. Smith, Mayor

(Seal)

RESOLUTION NO. 2012-20

A RESOLUTION ADOPTING A LOCAL EMERGENCY OPERATIONS PLAN

WHEREAS, one of the responsibilities of Kansas cities and counties required by K.S.A. 48-929 is the development and promulgation of an Emergency Operations Plan (EOP) with the intention of saving lives and protecting property in the event of a major emergency or disaster.

WHEREAS, this planning includes: Mitigation to reduce the probability of occurrences and minimize the effects of unavoidable incidents; Preparedness to respond to emergency/disaster situations; Response actions during emergency/disaster; and Recovery operations that will ensure the orderly return to normal and improved levels following an emergency/disaster.

WHEREAS, the Wyandotte County Emergency Operations Plan has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administration personnel, various governmental departments, and private and volunteer agencies with the information required to function in a coordinated and intergraded fashion and to ensure a timely and organized management of the consequences arising from emergencies/disasters.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EDWARDSVILLE, KANSAS, AS FOLLOWS:

Section 1. The City Council hereby adopts and endorses the Wyandotte County Emergency Operations Plan, August 2012 Edition.

Section 2. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the City.

PASSED AND APPROVED by the Governing Body of the City of Edwardsville, Kansas, this 8th day of October, 2012.

Attest:




Acting City Clerk


John McTaggart, Mayor



WYANDOTTE COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

BASE PLAN

APPROVAL AND IMPLEMENTATION

This section addresses specific modifications that can be made to the plan without the need for approval by the Mayor / CEO of the Unified Government of Wyandotte County / Kansas City Kansas.

- Substantive revisions to the EOP must be approved through the adoption process. Substantive revisions are those that significantly alter or establish new policy.
- Minor revisions may be approved by the County Administrator, based on recommendations from the Emergency Management Department.

MODIFICATIONS

RECORD OF CHANGES

CHANGE NO.	DATE OF CHANGE	COMPLETED BY/AGENCY	CHANGE DETAILS (INCLUDE ANNEX #/SECTION CHANGED)



1 INTRODUCTION

Wyandotte County is vulnerable to disasters. These disasters can affect the county in a variety of ways, necessitating immediate and sometimes long term assistance to meet the needs generated by them. This County Emergency Operations Plan (CEOP) serves as an overarching policy that considers the risk of disasters and establishes how the county mitigates against, prepares for, responds to, and recovers from them.

2 PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

2.1 Purpose

The purpose of this Emergency Operations Plan is to establish a comprehensive, county-wide, all-hazards approach to emergency management activities in Wyandotte County, addressing all phases of emergency management; prevention, preparedness, response, and recovery. It provides an overall framework for within which all entities of local government, non-governmental organizations and the private sector to work together and operate in an integrated and coordinated effort before, during, and after a disaster.

Specifically, the CEOP establishes the key policies, roles and responsibilities necessary to reduce vulnerabilities to disasters and cope with them. The plan is designed to accomplish the following:

- Establish the systems and coordination that will allow for optimal response to and recovery from all disasters. This includes actions to save lives, protect property, the economy, the environment, meet base disaster-caused human needs and restore the community to pre-disaster or improved conditions.
- Establish the legal authority and organizational basis for disaster operations in Wyandotte County.
- Outline the countywide coordination and key activities required to prevent or lessen the impact of disasters in Wyandotte County before, during, or after a disaster.
- Define the emergency management policies and roles and responsibilities of Unified Government, local governments, response organizations, and other entities that may be requested to provide assistance before, during or after disasters.
- Guide strategic organizational behavior before, during, and after a disaster.
- Assist in developing an enhanced level of disaster preparedness and awareness throughout the county, cities, organizations, and the population at large.



- Identify linkages to the emergency/disaster policies and plans that guide and/or support the CEOP.
- Synchronize (both vertically and horizontally) with relevant policies, plans, systems, and programs to ensure full integration and unity of effort.
- Outline procedures for requesting and coordinating state and federal disaster assistance.
- Acknowledge the importance of flexibility in disaster response, and allows for the creative and innovative approaches that will be required to address the problems presented by disasters.

2.2 Scope

The CEOP is a major component of Wyandotte County's comprehensive emergency management program, which addressed all hazards, all phases, all impacts and all stakeholders.

All Hazards: The CEOP is meant to address all of the hazards that may require disaster response in Wyandotte County. The hazards are identified through a thorough risk assessment and prioritized on the basis of impact and likelihood of occurrence. This approach allows the county to address the specific considerations of unique hazards, while strengthening the functions common to most disasters.

All Phases: The Comprehensive Emergency Management Model on which modern emergency management is based defines four phases of emergency management: mitigation, preparedness, response, and recovery.

- Mitigation consists of those activities designed to prevent or reduce losses from disaster.
- Preparedness activities are focused on the development of plans and the various capabilities required for effective disaster response.
- Response is the set of activities focused on saving lives and minimizing damage of a disaster once it is anticipated or immediately after it occurs.
- Recovery consists of those activities that continue beyond response to restore the community to pre-disaster or improved conditions.

All Impacts: The concepts identified in the CEOP are meant to be used to address all types of disaster impacts, regardless of their cause, severity, or duration. For readability purposes, the word disaster is used throughout the CEOP to address emergencies, disasters, and catastrophes, unless otherwise noted. While the plan focuses primarily on disasters, it addresses and distinguishes between the following types of incidents when appropriate:



Emergencies are routine events which make up the majority of incidents and are handled by responsible jurisdictions or agencies through other established authorities and plans.

Disasters are non-routine events which exceed the capability of local jurisdictions or agencies (or exhaust their resources) requiring countywide coordination and/or assistance from the county, state, or federal governments.

Catastrophes are extremely rare events where most, if not all, of the following conditions exist:

- Most or all of the county is destroyed or heavily impacted,
- Local government is unable to perform its usual services,
- Help from nearby communities is limited or cannot be provided,
- Most or all of the daily community functions are interrupted.

All Stakeholders: Effective emergency management requires trust and close working relationships among all levels of government, non-governmental organizations, the private sector, and the general public. The CEOP and the planning process is designed to facilitate communication, build consensus, advocate a team atmosphere, encourage trust, and build sincere relationships among individuals and organization. An integrated team approach is the foundation of an effective disaster response.

All People: The CEOP and planning process considers the whole community, all individuals and population segments that may be impacted by disaster including those with functional and access needs.

Those with functional and access needs are defined as; persons who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged. An individual with a disability is defined by the Americans with Disabilities Act (ADA) as a person who had a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.



2.3 Situation Overview

2.3.1 Planning

Planning Requirements: KSA 48-929 requires that each county within Kansas to establish and maintain a disaster agency responsible for emergency management and coordination of response to disasters. Each disaster agency is required to prepare and keep current a disaster emergency plan for the area under its jurisdiction. The Kansas Administrative Regulations (KAR) 56-2-2 establishes the standards for local disaster agencies. Pursuant with applicable KSAs and KARs, Wyandotte County by Resolution (Wyandotte County, Kansas City, Kansas, Unified Government Resolution Number R-25-99 dated March 10, 1999) establishes Wyandotte County Emergency Management Department as the disaster agency responsible for emergency management and coordination of response and recovery activities during and following disasters in Wyandotte County This includes the responsibility for the development of a local emergency planning program and maintenance of an all-hazard emergency operations plan for the County.

Planning Guidance: KSA 48-928 requires the Kansas Division of Emergency Management (KDEM) to establish emergency planning standards and requirements for the counties and to periodically examine and/or review and approve county plans. KDEM establishes emergency planning standards and requirements through the Kansas Planning Standards (KPS), which identify the key components required for effective county emergency operations plans in the State of Kansas January 2012 KPS.

The Kansas Planning Standard require emergency operations plans to be structured to the fifteen Emergency Support Functions (ESFs). This structure is based on the concept that there are certain functions common in emergency management regardless of the course, size, type, or severity of disasters. The Wyandotte County Emergency Operations Plan consists of a Base Plan, fifteen ESF Annexes and additional incident specific annexes.

The basis for the Kansas Planning Standards is the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101, which provides federal emergency planning guidance for state and local planning. CPG-101 establishes the federal government's guidelines on developing emergency operations plans and promotes a common understanding of the fundamentals of planning and the decision making to help emergency planners produce integrated and coordinated plans.



Planning Process: Emergency management academics and practitioners agree that the true value in creating a plan is the process. The planning process is based on the following planning principles:

1. Planning must be community-based, representing the whole population and its needs
2. Planning must include participation from all stakeholders in the community
3. Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
4. Planning considers all hazards and threats
5. Planning should be flexible enough to address both traditional and catastrophic incidents
6. Plans must clearly identify the process for identifying Objectives, Missions and Tasks.
7. Time, uncertainty, risk, and experience influence planning
8. Effective plans tell those with operational responsibilities what to do and why to do it
9. Planning is fundamentally a process to manage risk
10. Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions.

In order to produce the best results for Wyandotte County, the cities, response agencies, and most importantly the public they serve, a collective problem solving and learning process was utilized.

For each Emergency Support Function Annex, all agencies/entities indicated as Coordinating, Primary, and Support Agencies were invited to participate in a planning workshop. During these workshops, the purpose of the plan was reviewed, followed by facilitated discussions to regarding roles and responsibilities for the representative agencies. The workshops allowed for open discussion to identify, clarify and agency responsibilities during emergency situations and to identify/update specific Information collected from these sessions was then incorporated into the updated EOP.

- Coordinating, Primary, and Support agencies for each ESF were asked to review the 2012 Wyandotte County Emergency Operations Plan and provide specific comments and revisions.
- Coordination, Primary, and Support agencies for each ESF were asked to provide guidance or standard operating procedures that have been developed to assist in their specific emergency operations roles.
- Revised Draft Emergency Support Function Annexes were distributed to Coordinating, Primary, and Support Agencies for their review and comment.
- Revised Emergency Support Function Annexes were finalized.



Planning Environment and Integration: The CEOP is the primary legal document establishing the framework of how Wyandotte County will coordinate response and recovery activities in disasters. A response relies on a suite of carefully integrated and implemented plans works with its planning partners at the local, regional, state, and federal levels to ensure that emergency response plans are integrated, allowing for a swift, coordinated response to disasters. While the following emergency plans differ in scope, they are all focused on ensuring a coordinated response to meet the needs of a disaster.

- **Individual, Family, and Business Emergency Plans:** The public is responsible for preparing for disasters just as the various levels of government do. Local government and disaster relief organizations in Wyandotte County are prepared to respond quickly when disasters strike. However, in large events it is unlikely everyone's needs will be met immediately. Therefore the public needs to be prepared as well. An essential component of this preparedness is creating individual, family, and/or business plans that are integrated and coordinated with local response plans and agencies.
- **First Responder Plans:** First responder organizations operating daily in Wyandotte County have plans and procedures on how they respond to routine emergencies and how they expand and coordinate their efforts during disasters. These plans and procedures are consistent with national standards and local systems and structures ensuring a coordinated response in the field.
- **County Emergency Operations Plan (CEOP):** The CEOP is the primary legal document establishing how response activities will be coordinated during a disaster in Wyandotte County. The plan describes the policies and roles and responsibilities during a disaster and is integrated with city, regional, state, and federal plans and systems.
- **Regional Planning:** Regional planning is an important component to the overall response system. The metropolitan area has a long history of working together through the coordination of the Mid-America Regional Council to meet the needs of those impacted by disaster. Regional Coordination Guides (RCGs) have been developed, and are regularly reviewed and revised, for each of the 15 Emergency Support Functions to provide specific guidance for emergencies / incidents that necessitate a regional response. The Regional Hazardous Materials Emergency Preparedness Plan (RHMEPP) serves to coordinate the planning and response actions of the Mid-America Local Emergency Planning Committee (LEPC) of which Wyandotte County is an active member.



- **Kansas Response Plan (KRP):** The KRP is the document that describes how the State of Kansas will coordinate its resources and efforts in response to disasters in the State of Kansas. The KRP also describes how counties will coordinate with the State and how the State will coordinate with the Federal Government and systems. Wyandotte County and KDEM work together to ensure the KRP and Wyandotte County's EOP are aligned, allowing for a more coordinated response. The information in this CEOP is based on the KRP adopted January of 2017.

Federal Planning:

National Incident Management System (NIMS): NIMS provides a consistent framework for incident management, regardless of the cause, size, or complexity of the incident. NIMS provides the Nation's first responders and authorities with the same foundation for incident management for all hazards. The Wyandotte County Emergency Operations Plan institutionalizes NIMS by:

- Using ICS and the multiagency coordination system to manage and support all incidents;
- Integrating all response agencies and entities into a single, seamless system;
- Establishing a public information plan (ESF-15);
- Identifying and characterizing resources according to established standards and types (where available);
- Requiring the need for all personnel to be trained properly for the jobs they perform;
- Ensuring interoperability, accessibility, and redundancy of communications.

National Response Framework (NRF): The NRF describes how the nation will coordinate its response during disasters. It focuses primarily on how the Federal Government is organized to support communities and States in performing immediate actions needed to save lives, protect property and environment, and meet base human needs.

Supporting Documents: The general policies and role responsibilities contained in the CEOP may necessitate the development of, or reference to, other documents. These supporting documents will take many forms in order to accomplish a variety of different objectives. The most common of these documents are:

Emergency Operational Guides (EOGs)/Standard Operating Procedure (SOP)/Standard Operating Guide (SOG): This term is used to describe any documents which are used to provide detailed information regarding the



accomplishment of specific emergency functions as outlined in this or other recognized plans. EOG/SOP/SOGs may be produced by any agency or organization, public or private, with responsibilities contained in this or other recognized plans. Organizations identified as having responsibilities in this plan are expected to develop and maintain EOG/SOP/SOGs and other documents required to perform emergency functions and if requested, will provide copies of these documents to Wyandotte County Emergency Management.

Emergency Operations Checklists: Checklists provide the step-by-step guidance needed to perform time-critical emergency operations functions. They do not replace informed judgment by emergency personnel but they can facilitate rapid accomplishment of standard actions needed in an emergency situation. Agencies or organizations which believe they can benefit from such checklists are encouraged to develop, update and test them.

Memorandums of Understanding (MOU) or Agreement (MOA): It is occasionally necessary or desirable for agencies or organizations to specifically outline mutually agreed-upon responsibilities and procedures relating to emergency situations. This is sometimes the case when dealing with private organizations which agree to assume responsibilities, in cooperation with government, during emergencies/ disasters. Such documents may be adopted between and among any government or private entities; however, jurisdictional plans should reference and summarize such agreements. ESF 7 shall house all agreements within the resource directory for all ESFs.

Mutual Aid Agreement (MAA): The purpose of a Mutual Aid Agreement is to provide for mutual aid and assistance between the agencies entering into the Agreement to provide services to prevent, respond to, and recovery from an emergency when local resources are insufficient to meet unusual needs. The safety and well-being of a community will best be protected through the coordinated efforts of multiple agencies providing assistance to one another.



2.4 Planning Assumptions

This CEOP is guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations, to include:

- Emergency management involves the whole community, incorporating all stakeholders and taking into consideration all threats or hazards that may potentially impact the jurisdiction.
- Considerations must be made to reasonably accommodate vulnerable populations, including children, individuals with disabilities, as well as those with functional or access needs.
- This plan applies to agencies in the Unified Government of Wyandotte County and Kansas City, as well as the cities of Bonner Springs and Edwardsville.
- This plan addresses all phases of emergency management; preparedness, response, recovery and mitigation.
- This plan applies to disasters and/or emergencies outside the scope of normal operations and will not be implemented for the daily emergencies routinely handled by first responder agencies and community organizations.
- All referenced organizations and agencies participated in the development of this plan. They understand and accept their responsibilities as assigned in it.
- Effective citizen and community preparedness can reduce some of the immediate demands on response organizations. This level of preparedness requires continued public awareness and educational programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- Wyandotte County will fully utilize available local resources, including mutual aid agreements, before requesting state and/or federal assistance.



- Disasters in Kansas often occur with little or no warning, and may escalate more rapidly than the ability of local government to effectively respond. Additionally, disasters may impact multiple jurisdictions simultaneously, both inside and outside of the county, which changes response capabilities and creates numerous demands on the same available pool of local and regional resources.
- During a disaster, there may be fatalities, casualties, property loss, displaced persons, and disruption of normal services and infrastructure.
- Initially, emergency response activities will focus on lifesaving activities (such as rescue and medical care), followed by restoration of critical infrastructure.
- Disasters will require significant information sharing across jurisdictions and between the public and private sectors. Additionally, the government has a responsibility to keep its citizens informed about such things as continuing threats and availability of disaster assistance. Widespread power and communications outages may require alternate methods of providing public information and delivering essential services.
- The outcome of any emergency response may be limited by the scope, magnitude and duration of the event. Nothing in this EOP is to be construed as creating any duty of care owed by the County, Cities or any organization cooperating in the execution of this plan to any individual, corporation, firm or other entity.
- In major and catastrophic disaster, the Wyandotte County EOC will become the central coordination point for county response and recovery.
- Day-to-day functions that do not contribute directly to emergency operations may be suspended for the duration of the event and efforts normally required for routine activities may be redirected to accomplish emergency tasks. During a declared local emergency, all County and City government employees not otherwise assigned emergency duties may be made available to augment the work of other departments or divisions.



- All local activities will be carried out in accordance with Chapter 44 of the Code of Federal Regulations, Part 205.16 (Nondiscrimination in Disaster Assistance). It is the policy of Wyandotte County, Kansas City, Kansas Unified Government, and the cities of Bonner Springs and Edwardsville, that no services will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

2.5 Structure of the Plan

Emergency Operations Plans (EOP)s can be structured in a variety of ways. The federal government and many states, including Kansas, utilize a standardized list of Emergency Support Functions (ESFs) to organize their plans and coordinate their work in disaster response. The ESF structure is based on the idea that, regardless of the cause, size, type, or severity of disasters, there are certain functions (or sets of coordinated activities) that are common in the response to most disasters. By organizing plans and response efforts around these common functions the County is better prepared for all disasters. The CEOP and the organizational structure in the County Emergency Operations Center (EOC) are structured around 15 ESFs. The Wyandotte County Emergency Operations Plan (CEOP) consists of a Base Plan and ESF Annexes and Appendices:

Base Plan: The Base Plan provides an overview of Wyandotte County's approach to emergency management and disaster response. It also describes the roles and responsibilities associated with response including an overview of ESFs.

Emergency Support Function (ESF) Annexes: Most of the content of the plan is captured in the plan's 15 ESF Annexes, addressing the major functional areas required to respond to disasters. Each ESF Annex accomplishes two main objectives:

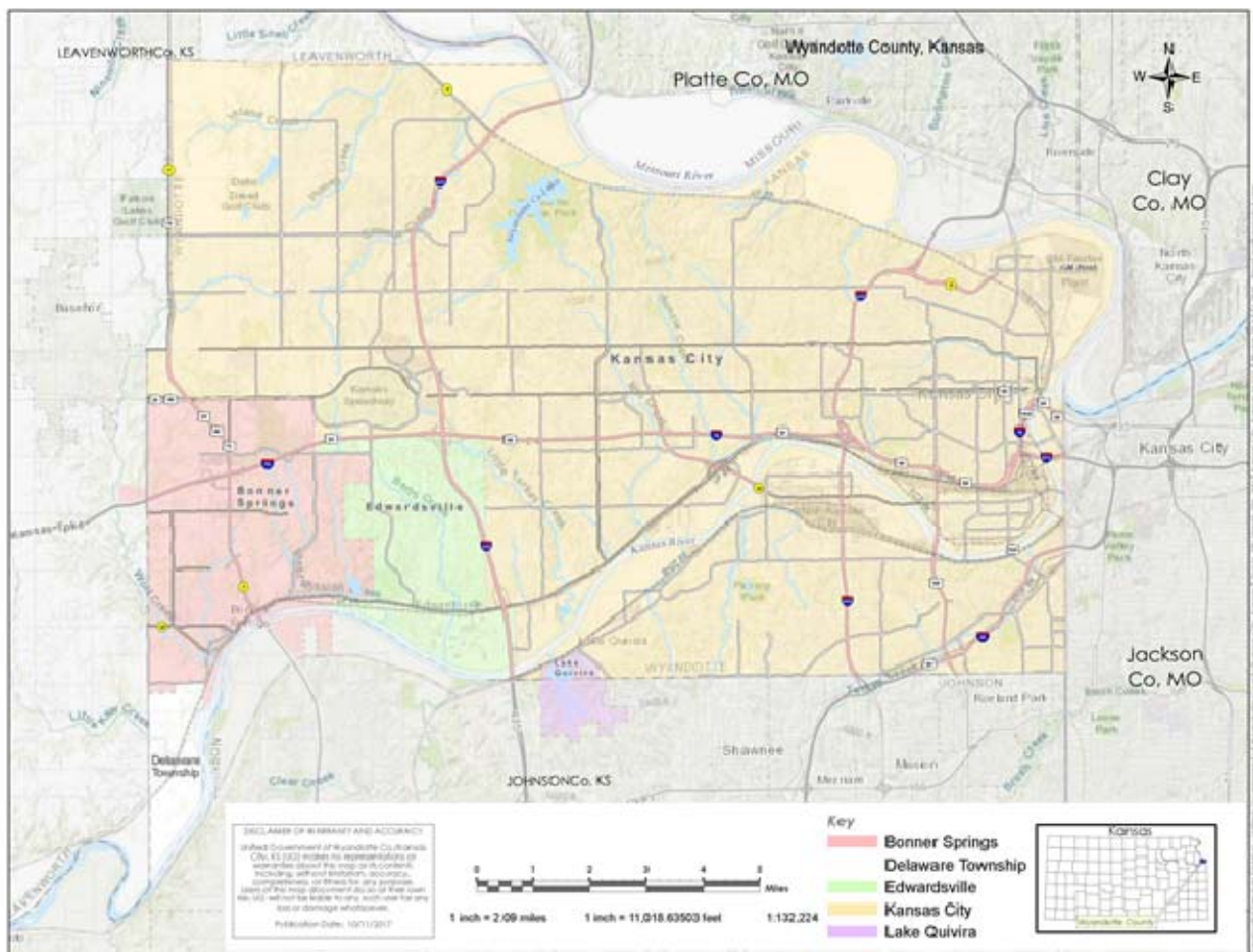
1. Describes the scope of the ESF and the associated roles, responsibilities, and coordination necessary to meet the needs generated by disaster.
2. Describes the mission, membership, and key operational concepts of the ESF team in County EOC (when activated).

Both the remainder of the Base plan and the ESF Annexes will explain in detail how they are structured and work together.

2.6 County Overview

2.6.1 Geographic

Wyandotte County is located in eastern Kansas and is the smallest County in the State with 143 square miles. The main topographic features within the County are the Kansas and Missouri River valleys and their tributaries. The uplands adjacent to these valleys are comprised of deeply dissected hills. Steep slopes and breaks formed by differential erosion of limestone, shale and sandstone exist along the Kansas River and its tributaries. The lower level in Wyandotte County is approximately 740 feet above sea level at the junction of the Kansas and Missouri Rivers. The highest point is approximately 1,060 feet above sea level on the uplands in the western part of the County.





Neighboring counties are Leavenworth County to the north and west, Johnson County to the south, and the Missouri State Line to the north and east.

According to a description of the County's natural history by William G. Cutler (1883), 80 percent of the County was forest, while 20 percent was bottom land. The average width of bottoms is from one to two miles with several springs scattered throughout the County. The soil is a sandy loam with rich mineral along the Kansas River corridor.

Wyandotte County is located in the Kansas-Lower Republican basin, which covers approximately 10,500 square miles of northeastern Kansas. The major waterways in the planning area are the Kansas, Republican, Big Blue, Little Blue, Delaware, and Wakarusa Rivers and the Vermillion and Stranger creeks. Streams and lakes cover 16 square miles (2.2 percent) of Wyandotte County.

The map below depicts the geographic area and local governments that operate under this EOP.

2.6.2 Jurisdictions

2.6.2.1 Unified Government

The Unified Government of Wyandotte County and Kansas City, Kansas was created by voters in 1997, by consolidating the City and County governments. It includes the entire County for county level services and City level municipal services for all of the City of Kansas City, Kansas. The Unified Government is currently staffed and managed by the following 51 offices and departments.

311 Call Center	Emergency Management	Neighborhood Resource Center
Air Quality	Ethics Commission	Parking Control
Animal Services	Finance	Parks & Recreation
Appraiser	Fire (KCKFD)	Police (KCKPD)
Area Agency on Aging	Floodplain	Public Relations
Brownfields Program	Health	Public Safety Business Office



Budget	Human Resources	Public Works
Building Inspection	Human Services	Purchasing
Business License	K-State Research & Extension	Register of Deeds
Board of Commissioners	Knowledge	Rental Licensing
Clerk's Office	Land Bank	Sheriff
Code Enforcement	Legal	Technology
Community Development	Legislative Auditor's Office	Transportation
County Administrator's Office	Liveable Neighborhoods	Treasury
Delinquent Real Estate	Maps & GIS	Urban Planning & Land Use
Economic Development	Mayor's Office	Volunteer
Election Office	Motor Vehicle Auto Licensing	

2.6.2.2 City of Bonner Springs

Bonner Springs is located in the southwest corner of Wyandotte County, and extends into Leavenworth County and Johnson County. The U.S. Census Bureau estimated the population at 7,659 as of July 1, 2016. Today it is governed by a Mayor-Council-Manager form of government. The governing body consists of eight council members elected from four wards, and a Mayor elected at large.

2.6.2.3 City of Edwardsville

The City of Edwardsville is located just east of Bonner Springs, south of the Kansas Speedway adjacent to I-70 and I-435 in Wyandotte County. The U.S. Census Bureau estimated the population at 4,390 as of July 1, 2016. The City is governed by a Mayor-Council-Administrator form of government. The council consists of six members, with the Mayor elected at large.



2.6.3 Economy

2.6.3.1 Economic Base

Wyandotte County has a diverse industrial, services, and retail economic base. Recent retail and recreational establishment growth has centered on the Kansas Speedway in the western half of the county, which has also spurred growth in employment, residential housing, and infrastructure. The area is continually expanding, with new developments becoming a regular occurrence. In contrast, the eastern portion of the county was established decades ago and has not seen any significant development in many years. That part of the county is anchored by more established large businesses such as auto manufacturing and rail yard operations.

There have been some initiatives launched to begin a revitalization of some midtown and downtown areas of the county. The Unified Government has begun working with private industry to renovate older buildings and open new businesses in these areas in an effort to attract increased private development. Additionally, due to a recent bond repayment, the county will begin receiving a large sum of money each year in 2017. The proceeds will be used to offset property taxes, which allow the real estate levy rate to be lowered, assist with a blight reduction project, and give a raise to county employees. All of these initiatives, and more, will significantly contribute to the continued economic growth of the county.

The top employment industries in the county are services, government, retail/restaurants, and manufacturing. These industries account for approximately 78% of county employment. Along with the increased labor force, these industries have all grown since 2010.

Recovery of the national economy, along with the employment growth in the county, has contributed to a substantial decrease in the county unemployment rate since 2010. The rate was approximately 10.1% in 2010 and dropped to 5.7% in 2016. Likewise, during this same period, the employed labor force has grown from 67,433 to 71,894, a 6% increase. However, the county unemployment rate remains greater than the Kansas City Metro Area (4.3%) and the national rate (4.9%) as of 2016.

2.6.3.2 Demographics

As with many other jurisdictions in the United States, the retirement age group of residents is increasing in Wyandotte County. According to the U.S. Census Bureau, in 2010 persons age 65 and over represented 10.7% of the population, and the percentage increased to 11.5% in 2016, which represents a real number



increase of nearly 2,000 individuals. The majority of county residents are in the age group 18-64, and they represent approximately 60.3% of the county population. Infants and young children under age 5 represent roughly 8.3% of the population. The female population slightly outnumbers the male population at 50.6% to 49.4%.

2.6.3.3 Income and Poverty

Similar to most jurisdictions across the country, the economic downturn of the last decade had a major impact on the residents of Wyandotte County. The unemployment rate was 10.1% in 2010 and has dropped to 5.7% in 2016, according to the U.S. Census Bureau. Along with the decrease in unemployment, the poverty rate for employed residents has also dropped. This rate peaked at just over 11% of the population in 2009, and has since dropped to approximately 9% according to the U.S. Census Bureau. The following list summarizes some additional income and poverty statistics for Wyandotte County:

- The median household income for 2016 was \$43,129.
- The poverty rate for all persons dropped from 24.3% in 2010 to 19.0% in 2016.
- The poverty rate for persons under age 18 (24.7%) was higher than the entire population (19.0%) in 2016..
- Persons age 65 years and over have a poverty rate of approximately 12% in 2016.
- The civilian noninstitutionalized population with no health insurance coverage was approximately 18.5% in 2016.
- Approximately 15.9% of county households received Food Stamps/SNAP benefits in 2016.
- Approximately 2.4% of the working population aged 16 years or over commuted to work by public transportation, walked, or other means in 2016.
- 58.0% K to 12 students were approved for free or reduced cost school lunches in 2015/16 averaged across all districts county wide.

2.6.3.4 Diversity

Wyandotte County has an extremely diverse population with over 20 different spoken languages. The ethnic diversity has continued to increase in recent years as well. According to 2016 U.S. Census Bureau data, 16.9% of the county population was foreign born. The main race demographics for the county are as follows:



- White Alone - 41.1%
- Black Alone - 22.2%
- Hispanic - 28.3%
- American Indian and Alaska Native - 0.5%
- Asian Alone – 3.7%
- Some other Race – 0.5%
- Identify as two or more races – 3.7%

2.6.4 Public Safety Agencies

2.6.4.1 Law Enforcement

Law Enforcement Agencies in Wyandotte County include the following:

- Wyandotte County Sheriff's Office
- Kansas City, Kansas Police Department
- Bonner Springs Police Department
- Edwardsville Police Department
- University of Kansas Medical Center Police Department
- Kansas City Kansas Community College Police Department
- Unified School District 500 Police Department

2.6.4.2 Medical Service

Hospitals

University of Kansas Health System: The University of Kansas Medical Center is located on Rainbow Boulevard in Kansas City, KS and is considered a campus of the University of Kansas

Providence Medical Center: The Providence Medical Center is a community hospital located in Kansas City, KS that is owned by Prime Healthcare. Providence is also affiliated with Saint John Hospital located in Leavenworth, KS.

Wyandotte County Public Health Department

There are 4 divisions within the Public Health Department

- Air Quality
- Emergency Preparedness
- Environmental Health
- Clinical Services



The Clinical Services Division provides the following Clinical Services to help prevent illness and injury, promote healthy places to live and work, provide education to help people make good health decisions and ensure our state is prepared for emergencies.

- Disease Control
- Immunizations
- Laboratory
- Pediatrics
- Refugee Health
- STD-HIV
- Women's Health Services/ Family Planning

Safety Net Clinics

There are 11 primary care clinics that serve Wyandotte County. These clinics provide care to the uninsured/underinsured, Medicaid and low income patients in the area and provide a wide range of services. The types of services provided depend on client needs and availability of medical care providers. Clinics provide services such as: primary / preventative medical care, laboratory services, STD screening, immunizations, family planning, pharmaceutical assistance, and translation services. Some sites provide dental services, mental health services, and pre-natal care. The clinic serves as the primary medical home for many Wyandotte County citizens. Most of the clinics obtain funding from private sources and donations as well as from a grant from the Kansas Department of Health and Environment's Office of Local and Rural Health

Wyandot Center

Wyandot Center is Wyandotte County's designated community mental health center, providing services for children, adolescents, adults and families at seven locations, in schools and in other community settings.

Emergency Medical Services

- Kansas City, Kansas Fire Department, EMS Division
- Bonner Springs Emergency Medical Service
- Edwardsville Fire Emergency Medical Service

Private Medical Practitioners

There are a multitude of private medical practitioners in the County that provide varied medical services.



2.6.4.3 Fire Departments

Fire Departments in Wyandotte County include the following:

- Kansas City, Kansas Fire Department
- Bonner Springs Fire Department
- Edwardsville Fire Department

2.6.4.4 Emergency Management

Wyandotte County Emergency Management is a department in the Unified Government. The department is responsible for the development and implementation of a comprehensive emergency program for Wyandotte County, which includes the development of the County Emergency Operations Plan. The department is responsible for activation and primary staffing of the Emergency Operations Center (EOC) and coordinates the activities of volunteer, public and private agencies in all phases of emergency management. Wyandotte County Emergency Management is available 24-hours a day, seven days a week and charged with timely and adequate public warning of potential or imminent disaster events and providing disaster-related safety information to the public and media.

The department assists City, State, and Federal officials and their respective constituents with disaster preparedness, response, mitigation, and recovery programs.

2.6.4.5 Communications/Dispatch Centers

The Wyandotte County Public Safety Communications Center is responsible for processing, dispatching, and coordination of emergency and non-emergency calls for service. The Wyandotte County Communications Center dispatches all police, fire, and medical services for all jurisdictions in the County.



2.6.5 Education

2.6.5.1 Public School Districts

There are four Unified School Districts in Wyandotte County as well as a State School as follows:

- Turner USD 202,
- Piper USD 203,
- Bonner-Edwardsville USD 204,
- Kansas City USD 500, and
- Kansas School for the Blind in Kansas City.

2.6.5.2 Private Schools

There are twelve private schools in Wyandotte County. One is pre-kindergarten through 12th grade, one is 9th-12th grade and all others offer curriculum for various grades from pre-kindergarten through 8th grade.

2.6.5.3 Institutions of Higher Learning

University of Kansas Medical Center

The University of Kansas Medical Center is located on Rainbow Boulevard in Kansas City, KS and is considered a campus of the University of Kansas. It offers educational programs through its Schools of Allied Health, Medicine, Nursing, and Graduate Studies. The campus is comprised of academic units operating alongside the University of Kansas medical Center, which provides opportunities for clinical experience and residency positions (www.kumc.edu/Pulse/aboutkumc.html).

Kansas City Kansas Community College:

KCKCC is centrally located in Wyandotte County with 14 major buildings on the main campus. Each semester, it averages 6,000 students enrolled in credit and continuing education classes.

University of St. Mary's

Located at Providence Medical Center, the University of St. Mary's offers a MBA program and degree-completion programs.



Donnelly College

Donnelly College is a Catholic coeducational college, which offers bachelor and associate degrees, English as a Second Language, and various health care certifications.

2.6.6 Local Culture, Arts, and Humanities

2.6.6.1 Libraries

Kansas City, Kansas Public Library

The Unified School District 500, the only school district in Kansas that operates a public library and the Kansas City, Kansas Public Library provide Wyandotte County library services through a contract with the Wyandotte County Library Board. The Kansas City, Kansas Public Library (KCKPL) consists of a Main Library complex in downtown Kansas City, Kansas as well as the following branches

- Mr. and Mrs. F.L. Schlagel Environmental Library - This KCK Public Library is located at Wyandotte County Lake Park and is year-round interactive library, nature center, and nature trail.
- Argentine Public Library
- Turner Community Library
- West Wyandotte Library

University of Kansas School of Medicine Dykes Library

Located on the University of Kansas Medical Center Campus, this is one of the most complete medical libraries in the Midwest. It is open to the public for those seeking health information or conducting medical research.

Bonner Springs City Library

Bonner Springs City Library is owned and operated by the City of Bonner Springs, Kansas.

Donnelly College Library

Located inside Donnelly College and is open to the public.

Kansas City Kansas Community College Library

Located inside the community college and is open to the public.



2.6.6.2 Museums

The following museums are located in Wyandotte County:

- Wyandotte County Historical Museum
- Strawberry Hill Museum & Cultural Center
- National Agricultural Center & Hall of Fame
- Grinter Place Museum
- Old Quindaro Museum
- Clendering Medical Museum

2.6.6.3 Parks and Recreation Areas

Unified Government Parks and Recreation Department

The Parks and Recreation Department maintains over 40 parks in the County. Amenities range from picnic tables and play areas to fishing lakes and bandstands. The County also maintains several community centers in the County as well as the Sunflower Hills golf course.

Bonner Springs Parks and Recreation

Bonner Springs Parks and Recreation maintains 6 parks, an aquatic park, a city band, 5 community rooms/centers/gymnasium, and recreation programs.

City of Edwardsville Parks and Recreation

Edwardsville is home to 2 ball parks, playground area, soccer fields, and a shelter house.

2.6.7 THIRA and the SPR

The Threat and Hazard Identification and Risk Assessment (THIRA) is a 4 step common risk assessment process that helps the [whole community](#)—including individuals, businesses, faith-based organizations, nonprofit groups, schools and academia and all levels of government—understand its risks and estimate capability requirements. The THIRA process helps communities map their risks to the [core capabilities](#), enabling them to determine whole-community informed:

- Desired outcomes,
- Capability targets, and
- Resources required to achieve their Capability targets



The outputs of this process inform a variety of emergency management efforts, including: emergency operations planning, mutual aid agreements, and hazard mitigation planning. Ultimately, the THIRA process helps communities answer the following questions:

- What do we need to prepare for?
- What shareable resources are required in order to be prepared?
- What actions could be employed to avoid, divert, lessen, or eliminate a threat or hazard?

Wyandotte County has participated in the development of a regional THIRA which has resulted in the identification of 12 scenarios, based on different threats and risks, that are used to base planning, training and exercises efforts on..

Data collected on Wyandotte County during the THIRA becomes part of the State Preparedness Report (SPR) from the State of Kansas. The SPR is a self-assessment of a jurisdiction's current capability levels against the capability targets identified in the Threat and Hazard Identification and Risk Assessment. The Post-Katrina Emergency Management Reform Act of 2006 requires an annual report from any state or territory receiving Federal preparedness assistance administered by the Department of Homeland Security.

The SPR supports the National Preparedness System by helping to identify state and territory preparedness capability gaps. States, territories, and the Federal Government use this information to help make programmatic decisions to build and sustain capabilities, plan to deliver capabilities, and validate capabilities. States and territories submit the report to FEMA by December 31 each year.

2.6.8 Risk Assessment

Wyandotte County is threatened by many hazards with the potential to cause significant community disruption. These hazards include:

- Naturally occurring events, such as floods, tornadoes and disease outbreaks.
- Technological events, such as hazardous materials accidents
- Human-caused hazards, such as acts of terrorism

Due to their nature, hazards may occur consecutively (such as a severe thunderstorm followed by flash flooding) or simultaneously (such as a heat wave during a drought).



Wyandotte County may also suffer from events occurring elsewhere causing an effect on the supply of goods and services. Such events have the potential to create shortages of essentials such as electricity, petroleum products, natural gas, food or water.

Certain areas of Wyandotte County are prone to particular problems requiring special attention. Examples include flood plains and the areas vulnerable to hazardous materials spills/releases surrounding the numerous manufacturing facilities and transportation corridors in the County.

Hazard Identification

The Region L Hazard Mitigation Plan, 2013, developed by Wyandotte County and participating jurisdictions provides a comprehensive Hazard Analysis for 22 natural, man-made, and technological hazards. These hazards were analyzed and prioritized based on a calculated priority risk index (CPRI) that considered four elements of risk: probability, magnitude/severity, warning time, and duration. 0 defines the rankings for each element of risk. The CPRI for each hazard is provided in this Hazard Summary section.

Using the ranking described in the table above, the formula used to determine each hazard's CPRI, which includes weighting factors defined by MitigationPlan.com, was:

$$(\text{Probability} \times .45) + (\text{Magnitude/Severity} \times .30) + (\text{Warning Time} \times .15) + (\text{Duration} \times .10) = \text{CPRI}$$

Based on their CPRI, the hazards were separated into three categories of planning significance; High (3.0-4.0), Moderate (2.0-2.9), and Low (1.1-1.9)

These terms relate to the level of planning analysis to be given to the particular hazard in the risk assessment process and are not meant to suggest that a hazard would have only limited impact.

In order to focus on the most critical hazards, those assigned a level of significant or moderate were given more extensive attention in the remainder of this analysis (e.g., quantitative analysis or loss estimation), while those with a low planning significance were addressed in more general or qualitative ways. Using the ranking described in the table above, the formula used to determine each hazard's CPRI, which includes weighting factors was:

$$(\text{Probability} \times .45) + (\text{Magnitude/Severity} \times .30) + (\text{Warning Time} \times .15) + (\text{Duration} \times .10) = \text{CPRI}$$



Calculated Priority Risk Index (CPRI) Element Definitions

Element/Level	Characteristics
Probability	
4 - Highly Likely	Event is probable within the calendar year. Event has up to 1 in 1 year chance of occurring (1/1=100%) History of events is greater than 33% likely per year. Event is "Highly Likely" to occur
3 – Likely	Event is probable within the next three years. Event has up to 1 in 3 years chance of occurring (1/3=33%) History of events is greater than 20% but less than or equal to 33% likely per year Event is "Likely" to occur
2 – Possible	Event is probable within the next five years. Event has up to 1 in 5 years chance of occurring (1/5=20%) History of events is greater than 10% but less than or equal to 20% likely per year Event could "Possibly" occur
1 – Unlikely	Event is possible within the next 10 years Event has up to 1 in 10 years chance of occurring (1/10=10%) History of events is less than or equal to 10% likely per year Event is "Unlikely" but is possible of occurring
Magnitude / Severity**	
4 – Catastrophic	Multiple deaths Complete shutdown of facilities for 30 or more days More than 50 percent of property is severely damaged
3 – Critical	Injuries and/or illnesses result in permanent disability Complete shutdown of critical facilities for at least two weeks 25–50 percent of property is severely damaged
2 – Limited	Injuries and/or illnesses do not result in permanent disability Complete shutdown of critical facilities for more than one week 10–25 percent of property is severely damaged
1 – Negligible	Injuries and/or illnesses are treatable with first aid Minor quality of life lost Shutdown of critical facilities and services for 24 hours or less Less than 10 percent of property is severely damaged
Warning Time	
4	Less Than 6 Hours
3	6-12 Hours
2	12-24 Hours
1	24+ Hours
Duration	
4	More Than 1 Week
3	Less Than 1 Week
2	Less Than 1 Day
1	Less Than 6 Hours

Source: MitigationPlan.com

* Based on history, using the definitions given, the likelihood of future events is quantified.

** According to the severity associated with past events or the probable worst case scenario possible in the state.



Hazard Profile: The table below represents the hazard profile for Johnson County. The values provided in the table are classified according to the magnitude of each hazard. Planning significance was formulated from the calculated priority risk index (CPRI). The CPRI considers four elements of risk: probability, magnitude/severity, warning time, and duration. The complete hazard analysis can be found in the Region L Multi-hazard Mitigation Plan., 2013.

Hazard Profile Summary for Wyandotte County						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Agricultural Infestation	4	1	1	4	2.65	Moderate
Civil Disorder	2	4	4	1	2.80	Moderate
Dam/Levee Failure	1	4	3	3	2.40	Moderate
Drought	4	2	1	4	2.95	Moderate
Earthquake	1	2	4	1	1.75	Low
Expansive Soils	3	1	1	4	2.20	Moderate
Extreme Temperatures	3	2	1	3	2.40	Moderate
Flood	4	3	3	4	3.55	High
Hailstorm	4	1	2	1	2.50	Moderate
Hazardous Materials	4	1	4	2	2.90	High
Land Subsidence	1	1	4	1	1.30	Low
Landslide	1	1	4	1	1.75	Low
Lightning	4	2	2	1	2.80	Moderate
Major Disease Outbreak/Medical Epidemic	2	3	1	4	2.35	Moderate
Radiological	1	2	4	2	1.95	Low
Soil Erosion and Dust	2	1	1	4	1.75	Low
Terrorism/Agri-Terrorism	1	4	4	4	2.65	Moderate
Tornado	2	4	4	1	2.80	Moderate
Utility/Infrastructure Failure	4	1	4	3	3.00	High
Wildfire	4	1	4	1	2.80	Moderate
Windstorm	4	2	3	2	3.05	High
Winter Weather	3	3	2	3	3.85	Moderate



3 CONCEPT OF OPERATIONS

This section provides information on the concept of operations during normal operations through various phases of emergency operations.

3.1 Normal Operations

Day to day operations of the jurisdictions located in Wyandotte County, absent a declaration of a Local Disaster Emergency, are under the authority of local governing bodies. It is the responsibility of governments in Wyandotte County to protect life and property from the effects of emergencies or hazard events. This Plan is based on the concept that emergency functions for various agencies involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Under normal operations, the Wyandotte County Emergency Management Department serves as the emergency management agency as a department in the Unified Government of Wyandotte County and Kansas City, Kansas. The Emergency Management Department coordinates with the incorporated cities and county government entities to mitigate, prepare for, respond to and recover from emergencies that escalate beyond normal operational capabilities.

3.2 Emergency Operations

3.2.1 Activation of the Plan

- 1) First responder organizations will keep the Emergency Management Department informed of escalating situations that may require coordinated multi-departmental response and activation of the Emergency Operations Center (EOC).
- 2) Once notified, the Emergency Management Department will monitor the situation and implement procedures to notify key personnel and activate this Emergency Operations Plan (EOP).
- 3) Activation of the EOP serves as notice to all County and City departments and cooperating agencies to shift from normal operations to emergency operations. This may require shifts in mission, staffing and resource allocation.
- 4) To the extent practical, the disaster responsibilities assigned to County and City departments and employees will parallel their normal activities. However, during declared emergencies, staff not otherwise assigned emergency duties may be made available to assist with emergency work.



- 5) This EOP will not be implemented for routine emergencies handled by the first response community and other organizations. However, if necessary, portions of this plan (such as a particular Emergency Support Function) may be activated to meet unique needs created by routine emergencies.
- 6) If local resources are severely taxed or exhausted, assistance may be requested from neighboring communities by activating mutual aid agreements.

3.2.2 National Incident Management System

Wyandotte County has adopted the National Incident Management System (NIMS) as the incident system to be used for planning for, responding to, recovering from, and mitigating against both natural and man-made disasters impacting the county. The Incident Command System portion of NIMS has proven to be very beneficial during incident operations as it utilizes common terminology, is modular and scalable, incorporates measurable objectives, provides for a manageable span of control, and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident.

3.2.3 Multi-Agency Coordination

In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is needed to ensure an effective response. In these situations, entities such as city EOCs and/or the County Emergency Operations Center (EOC) have critical roles in acquiring, allocating and tracking resources, managing and distributing information, and setting response priorities. Each of these entities has their own purpose, scope, and criteria for activation.

3.2.4 Wyandotte County Emergency Operations Center (EOC)

The Wyandotte County EOC provides primary coordination and control over County-wide events, including the unincorporated portions of the County. The primary role of the EOC 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 facilitate the coordination of resources required to meet the needs generated by an emergency/disaster. The EOC provides assistance and resources as requested and serves as the single point of contact and coordination for resources and assistance from the State and Federal levels of government. Wyandotte County Emergency Management is responsible for the maintenance and activation of the EOC



as outlined in ESF-5 Emergency Management Annex of this plan.

The singular purpose of the EOC is to assist in resolving disaster impacts quickly and effectively in order to return an area to normal or better than normal if possible. In its simplest form, the EOC ensures that a series of necessary tasks are identified and successfully completed in a timely manner.

The Director of Wyandotte County Emergency Management is responsible for overall Wyandotte County EOC activities which include:

1. Maintaining operational readiness of the EOC
2. Updating standard operating procedures
3. Developing checklists
4. Message tracking
5. Conducting briefings
6. Activating Mutual Aid Agreements
7. Coordinating with State and Federal agencies

3.2.4.1 Emergency Operation Center Activation

The following are possible criteria for activation of the Wyandotte County EOC:

1. A threat (or potential threat) increases the risk in Wyandotte County
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. At the discretion of any of the individuals authorized to activate the EOC

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

1. The Mayor/CEO
2. The County Administrator
3. The Assistant County Administrator
4. The Director of the Emergency Management Department
5. The Emergency Management Duty Officer
6. Any official designated by the above.



3.2.4.2 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 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 at this level.

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 a 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 IV 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).



3.2.4.3 EOC Organizational Structure

If it becomes apparent that additional support and coordination will be necessary for the incident, the Incident Commander (IC) may request the Emergency Management Duty Officer to activate the EOC. The IC will maintain open communications and close coordination with the Emergency Operations Center Responders (EOCR) at all times. Voice communication between the IC 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 relay communications from the IC in the field to the EOC.

Coordination and support functions will be initiated by the Wyandotte County Emergency Operations Center Responders (EOCR). 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. The EOCR will then facilitate the coordination of resources required to address the response objectives developed to meet the needs generated by disaster.

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 Director and the Emergency Management Director or designee will serve as the EOCR Coordinator providing support to the EOCR Director.

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 EOCR will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any 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;
- Prepare action and policy plans and;
- Develop recommended objectives for senior leadership.

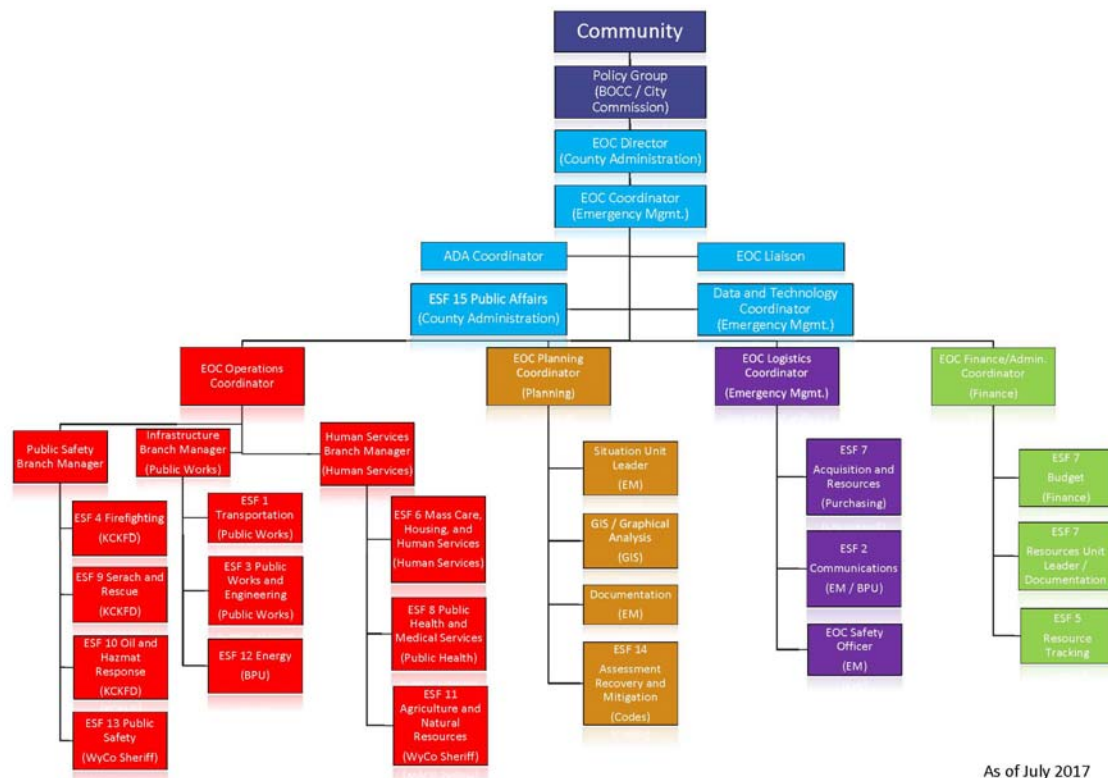
There are adequate resources locally or regionally, to staff the EOC for multiple 24 hour periods. In large, complex or escalating events, the need for 24 hour staffing will



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 EOCR 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.

Wyandotte County Emergency Operations Center Organizational Chart



As of July 2017

EOCR 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.

EOCR Coordinator: Responsible for site management and advising the EOC 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.



EOCR Data and Technology Coordinator: Responsible for supporting the collection, analysis and dissemination of information to the EOCR staff 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 EOCR 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. 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 Data and Technology 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 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. 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.



3.2.4.4 Departmental Operations Centers (DOC)

A Department Operation Center (DOC) is a physical facility or location similar to the EOC. A DOC may be established by individual departments to command and control actions specific to their responsibilities. DOCs may activate independently, in response to incidents that require extraordinary attention for the particular agency. In Wyandotte County, plans are in place to activate DOCs for Law Enforcement, the Fire Department, Public Health Department, and hospitals. Other disciplines may establish DOCs as well on an as-needed basis.

In cases of where the EOC and DOC are jointly activated for the same event, a liaison will be provided at both locations. This position will provide coordination of information at both the DOC and EOC. During such activations, the liaison or a DOC designee will provide the situation report from the DOC to the EOC. The responsibility will fall to the EOC to provide a coordinated situation report to leadership.

3.2.5 Emergency Support Functions

Fifteen separate Emergency Support Function (ESF) Teams make up the vast majority of the EOC staff. When activated in the County EOC, each ESF Team is responsible for support within their respective function. The ESF Team in the EOC can be described as an alliance of stakeholders who have common interests and/or share various levels of responsibility in the ESF. These ESF members will work together within their networks and statutory and regulatory authorities to ensure for a coordinated and effective response to disasters. When the EOC is activated, there may be many ESF teams activated based on the impact of the disaster. It is necessary for all ESF teams to work in conjunction with each other to achieve the EOC objectives. Each of the ESF Annexes in the CEOP identifies the organizations responsible for providing staffing for their ESF.

Each of the ESF Teams is comprised of ESF Coordinating Agency, ESF Primary Agencies and ESF Support Agencies. The roles and responsibilities specific to each ESF are identified in their respective ESF Annex. General roles and responsibilities of Coordinating, Primary, and Support Agencies are provided below:

Coordinating Agencies: Coordinating Agencies are responsible for the overall direction and control of particular ESF or Incident Annex. The Coordinating Agency is assisted by Primary and Support Agencies that contribute personnel, resources and expertise to accomplish the functional tasks. The Coordinating Agency is responsible for coordinating all mitigation, preparedness, response and recovery activities of the ESF, including but not limited to:



- 1) Overall coordination of ESF through all phases of emergency management;
- 2) Incident planning and coordination;
- 3) Maintain ongoing contact with ESF primary, support agencies, non-governmental, and private sectors;
- 4) Conduct periodic ESF meetings;
- 5) Recruit new planning team members for the ESF planning team, from public and private sectors;
- 6) Coordinate with EOC, during activation, to provide representation of ESF in EOC;
- 7) Coordinate efforts with applicable private sector organizations;
- 8) Act as coordination point for the collection of post disaster information as/if required;
- 9) Provide representative to participate in EOP Planning Team;
- 10) Provide representative to participate in the Hazard Mitigation Planning Committee; and
- 11) Maintain current contact information for each member of ESF team and provide to Wyandotte County Emergency Management Department

Primary Agencies: An agency designated as an ESF primary agency is chosen on the basis of its authorities, resources, and/or capabilities. When an ESF is activated in response to an incident, the primary agency is responsible for:

- 1) Incident planning and critical infrastructure preparedness;
- 2) Participation in EOC Team training and exercises;
- 3) Providing staff to perform ESF tasks.
- 4) Establishing and maintaining procedures for agency personnel to be available on a 24- hour basis for EOC staffing and emergency assignment, and provide this information to the ESF Coordinator;
- 5) Maintaining a current inventory and provide access from EOC of following information:
 - a. Key agency personnel to support emergency operations;
 - b. Facilities; and
 - c. Equipment.
- 6) Provide adequate training to its personnel to support interagency emergency response and support teams.

Support Agencies: Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the responsibilities of the ESF.

The responsibilities and role assignments are based on the department's expertise and resources. In most cases, a department's day-to-day activities correlate to their



assigned disaster responsibilities, thus allowing the knowledge and skills necessary to respond effectively to be immediately translated from daily activities to emergency situations.

Situations may arise when unanticipated events or special needs are identified. In such cases, additional responsibilities may be assigned to any agency or organization with the appropriate resources and capabilities to assist with the situation. Even if they are not specifically assigned, all County and City departments have emergency responsibilities.

Private entities or non-profit organizations with roles and responsibilities identified in this plan not part of the Unified government, Wyandotte County government, or incorporated municipal governments that have adopted this plan are voluntary. Mutual aid agreements exist with many of these organizations and are kept on file and maintained by the agencies with Lead responsibilities.

In addition to their Coordinating, Primary, or Support responsibilities, the head of each agency assigned a role in the EOP will:

- Appoint a qualified liaison and alternates to work with Wyandotte County Emergency Management in the development and maintenance of the Emergency Operations Plan (EOP).
- Develop and implement organizational response and recovery plans and procedures in support of assigned disaster functions.
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for Emergency Operations Center (EOC) staffing and emergency assignment.
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC.
- Establish procedures for assessing damage to departmental facilities and injury to personnel.
- Identify sources of additional personnel, facilities and equipment necessary to augment disaster operations. If appropriate, negotiate, coordinate, prepare and maintain mutual aid agreements.
- Establish procedures to rapidly obtain resources during an emergency.
- Develop and implement policies and procedures to ensure departmental personnel maintain an awareness of their emergency roles and responsibilities, and are properly trained to fulfill them.



- Make staff available for Emergency Management training. Unless otherwise specified, costs for these activities will be borne by the respective department, division or agency.
- Provide disaster-related information to the EOC in a timely manner and deploy a representative to the EOC when requested.
- Carry out to the best of their ability the disaster response and recovery activities described in this EOP.

It is recognized that employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown. Unified Government employees, with assigned disaster responsibilities, are encouraged to make arrangements with other employees, friends, neighbors, or relatives to check on their immediate families in an emergency and to communicate that information to the employee through pre-designated means.

In situations not specifically addressed in the EOP or in departmental plans or procedures, agencies will improvise and carry out their responsibilities to the best of their abilities under the circumstances, based on the information available to them at the time.

Emergency Support Function/ Coordinating Agency	Summary of Roles and Responsibilities
ESF 1 Transportation <i>Unified Government Public Works Department</i>	Movement of people, materials, and resources Assessment of transportation infrastructure, systems, and resources Coordination of transportation resources Traffic restrictions and transportation safety (in partnership with ESF-3 Public Works and Engineering, ESF-4 Firefighting, and ESF-13 Public Safety and Security) Mutual aid and private sector transportation resources
ESF 2 Communications <i>Kansas City Kansas Police Department</i>	Ensuring for the provision and coordination of voice and data communications in support of response operations Facilitating the restoration of the communication infrastructure
ESF 3 Public Works & Engineering <i>Unified Government Public Works Department</i>	Infrastructure protection, assessment, and emergency restoration Provision and coordination of public works resources Engineering and public works services Debris management operations Flood fighting operations
ESF 4 Firefighting <i>Kansas City Kansas Fire Department</i>	Fire suppression and mitigation activities Incident management structures Resource augmentation, such as mutual aid



Emergency Support Function/ Coordinating Agency	Summary of Roles and Responsibilities
ESF 5 Emergency Management <i>Wyandotte County Emergency Management</i>	Activities to support preparedness Emergency decision making and the local declaration process Requesting State and Federal assistance Maintaining, activating and supporting the Wyandotte County Emergency Operations Center (EOC) Overall coordination of mutual aid and regional operations Decision-making and information dissemination Information collection and analysis Coordination of the Planning Section in the County EOC which addresses: Issuing situation reports, bulletins and advisories Briefings for staff and elected officials Technology support
ESF 6 - Mass Care, Housing and Human Services <i>Unified Government Human Services Department</i>	Emergency Mass Care Housing Human Services
ESF 7 Logistics and Resources <i>Unified Government Finance Department</i>	County EOC Logistics & Finance Section operations Resource identification Resource procurement Resource coordination Facilities and logistics Personnel augmentation Volunteer and donations management
ESF 8 Public Health & Medical Services <i>Wyandotte County Health Department</i>	Emergency Medical Services Public Health Mental Health Mass fatality management Hospitals
ESF 9 Search and Rescue <i>Kansas City Kansas Fire Department</i>	Coordinate Search and Rescue Efforts Structural Collapse Search & Rescue Waterborne Search & Rescue Inland/Wilderness Search & Rescue Aeronautical Search & Rescue
ESF 10 Oil and Hazardous Materials Response <i>Kansas City Kansas Fire Department</i>	Pre-identification of hazardous materials facilities Coordination of Hazardous Materials Response and Cleanup
ESF 11 Agriculture and Natural Resources <i>Wyandotte County Sheriff's Office</i>	Animal and Plant Disease Response Animal Welfare Response (Household Pets, Service Animals, and Livestock) Food safety, security, and support Natural, Cultural, Historic resources preservation and protection



Emergency Support Function/ Coordinating Agency	Summary of Roles and Responsibilities
ESF 12 Energy & Utilities <i>Board of Public Utilities</i>	Energy and Utility Infrastructure Assessment, Repair, and Restoration Estimate number of customers with utility outages Assess energy and utility system damages Estimate the time needed for restoration of utility systems Support the restoration of utility services Assist in assessing and addressing emergency energy and utility needs and priorities Coordinate restoration efforts with utility providers to prioritize emergency needs Provide emergency information, education, and conservation guidance concerning energy and utility systems
ESF 13 Public Safety & Security <i>Wyandotte County Sheriff's Office</i>	Coordination of Law Enforcement Activities Provision of security in support of response operations, emergency shelters, logistical staging areas, distribution/dispensing sites (Incl. Strategic National Stockpile), temporary morgues, and other critical facilities, functions, and/or assets Evacuation and re-entry support Law enforcement public information and risk communication Support correctional facilities (jail, prison, or other place of incarceration) Ensure the safety and well-being of responders Liaison Agency receives, investigates, confirms, and disseminates intelligence information from all agencies to the Kansas Fusion Center
ESF 14 Assessment, Recovery and Mitigation <i>Unified Government Urban Planning and Land Use</i>	Provision and coordination of countywide damage assessment Coordinate community recovery initiative Economic assessment, protection and restoration Mitigation analysis and program implementation Coordination with State and Federal community assistance programs
ESF 15 Public Information and External Communication <i>Unified Government Public Relations Department</i>	Emergency Public Information and protective actions guidance Media and community relations Providing incident-related information through the media and other sources to individuals, families, businesses, and industries directly or indirectly affected by the incident Identifying and communicating with community leaders (e.g., grassroots, political, religious, business, labor, and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange Establishing contact with members of the Wyandotte County Board of Commissioners and legislative bodies representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from the Board of Commissioners and legislative bodies.



3.2.6 Local Disaster Declaration

At any point during the development of an emergency situation, Wyandotte County may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of State and Federal assistance (as provided under K.S.A. 48-9, K.S.A. 12-16, 117 or the Stafford Act) must be accompanied by a properly executed state of local disaster emergency declaration. Such declaration shall be based on the judgment of the officials involved that such a measure is necessary to deal with a current or imminent emergency/disaster situation. See ESF 5 Annex for additional specifics on the declaration of a local emergency.

Wyandotte County Emergency Management will be responsible for preparing any disaster declarations which the above officials find necessary. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to K.S.A. 48-932, the Mayor/CEO may issue any order deemed necessary for the efficient and effective management of the declaration of a state of local disaster emergency, for the protection of life or property or for the general public health and welfare, including, but not limited to, the following:

- Transfer the direction, personnel or functions of county departments and agencies for the purposes of performing or facilitating response activities;
- Utilize all available resources of the county as may be reasonably necessary to cope with a disaster;
- Appropriate and expend funds, execute contracts, authorize the obtaining and acquisition of property, equipment, services, supplies and materials without the strict compliance with procurement regulations or procedures;
- Order a curfew applicable to certain geographic areas of the County or the County as a whole;
- Order the suspension of, or limit the sale, dispensing or transportation of, alcoholic beverages, explosives and combustibles;
- Order the complete or limited evacuation of any designated area of the County;
- Commandeer or use private property if necessary to cope with the disaster subject to applicable requirements for compensation (KSA 48-933);



- Suspend or modify the provisions of any resolution if strict compliance thereof would in any way prevent, hinder or delay necessary action in disaster response;
- Accept services, gifts, grants and loans, equipment, supplies, and materials whether from private, nonprofit or governmental sources;
- Require the emergency services of response organizations in Wyandotte County;
- Terminate or suspend any process, operation, machine, device or event that is or may negatively impact the health, safety and welfare of persons or property within the county;
- Require the continuation, termination, disconnection or suspension of natural gas, electric power, water, sewer or other utilities;
- Prescribe routes, modes of transportation and destination in connection with any evacuation;
- Issue any and all other orders or undertake such other functions and activities as the county reasonably believes is required to protect the health, safety, welfare of persons or property within the County or to otherwise preserve the public peace or abate, clean up, or mitigate the effects of disaster.

Local (city, county, and mutual aid) resources must be exhausted before state or federal assistance is available through a Governor's or Presidential declaration. Such state and federal declarations will be requested by the Mayor/CEO through the Kansas Division of Emergency Management (KDEM). The state is able to provide physical assistance through the various state agencies, but provides no funds to reimburse local governments during emergencies/disasters. Federal declarations activate both physical as well as monetary resources; however, state & local cost sharing is normally required.

State declarations are made by the Governor upon KDEM's recommendation, when significant involvement of State resources or personnel is anticipated. Requests for Federal assistance may be made only by the Governor through Federal Emergency Management Agency (FEMA). Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other Federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/ disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation.

The following positions are authorized to request resources by contacting Kansas Division of Emergency Management.



- The Wyandotte County Director of Emergency Management
- Designated personnel authorized by Wyandotte County Director of Emergency Management

Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of Wyandotte County, Kansas City, Kansas Unified Government and the cities of Bonner Springs and Edwardsville.

3.2.7 Functional and Access Needs Populations and Children

Under Title II of the Americans with Disabilities Act (ADA) emergency programs, services, activities, and facilities must be accessible to people with disabilities and generally may not use eligibility criteria that screen out or tend to screen out people with disabilities. The ADA also requires making reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination against a person with a disability and taking the steps necessary to ensure effective communication with people with disabilities.

It is the goal of Wyandotte County Emergency Management and agencies participating in this Emergency Operations Plan to make emergency management programs, services, and activities accessible to everyone, including people with disabilities, the elderly and children. The nature and demands of emergencies may make otherwise self-sufficient individuals vulnerable in unforeseen ways; in these situations, the term “functional and access needs populations” can easily expand beyond our common understanding to include populations such as children, vacationers, the healthy elderly, pregnant women, people with chronic diseases, the illiterate, the non-English speaking, the homeless and the poor. Wyandotte County recognizes that unique considerations must be made to accommodate special populations during emergencies.

Wyandotte County is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. Wyandotte County utilizes the special needs registry to identify functional and access needs populations within the jurisdiction for planning purposes. Wyandotte County acknowledges that registering in the system lies on the sole responsibility of citizens and facilities housing functional and access needs populations.

An ADA Response Coordinator position has been added to the EOC Organization Chart, reporting directly to the EOC Manager. This position, when activated, would be staffed by the ADA Coordinator in the Office of the County Administrator and would serve to provide guidance and oversight of emergency operations to ensure compliance with ADA.



Correctional facilities within Wyandotte County are expected to follow pre-established Continuity of Operations Plans for the facility and occupants.

3.2.8 Household Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency- and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Wyandotte County has included pet sheltering as part of the ESF 6 Annex.

3.2.9 Identifying and Pre-Staging Resources

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the Wyandotte County Incident Action Plan (IAP).

Fuel

Fuel will be procured using local resources when possible. Local incident command will identify the desired locations for fuel purchases for the incident. Limited fuel availability concerns are identified and addressed in ESF 7 and ESF 12.

Security

Security at each staging area will be accomplished by mission assignments to ESF 13 to preserve order and protect assets at these facilities if deemed necessary by Incident Command.



3.2.10 Other Response/Support Agency Plans

First Responder Plans: First responder organizations operating daily in Wyandotte County have plans and standard operating procedures for response to routine emergencies and for expansion and coordination during disasters. These plans and procedures are consistent with national standards and local systems and structures ensuring a coordinated response in the field.

Regional Planning: Regional planning is an important component to the overall response system. The Mid-America Regional Council facilitates regional plan development for nine counties that make up the Greater Kansas City Metropolitan Area. As part of these planning efforts, Regional Coordination Guides (RCGs) have been developed for each Emergency Support Function. These guides serve as guidance for emergencies/disasters that are regional in nature and require response and resources from several counties in the region.

3.2.11 Resource Inventories

Each agency tasked within this plan, is responsible for developing and maintaining applicable resource lists. These lists follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to Wyandotte County Emergency Management and the ESF 7 Coordinating and Primary Agency.

These inventories include a point of contact, geographic location, and operation area specific for each ESF for the following:

1. Vehicle inventories
2. Personnel
3. Facilities
4. Staging areas for internal and external response
5. Equipment
6. Equipment operators
7. Suppliers/Contractors/vendors
8. Services/contracts/Mutual Aid Agreements
9. List of critical facilities having priority for restoration of utilities during emergencies
10. List of utility providers serving the local area to include the number of customers served
11. Resources in adjacent jurisdictions that could be used during a disaster-if applicable



NIMS Typed Resources

The Emergency Management Department maintains an inventory of NIMS Typed resources in the County. This inventory has been provided to the Kansas Division of Emergency Management.

Resources not Typed

Inventories of Resources not typed are maintained by the agencies with responsibility for the resource. See ESF 7 for a listing of the various resource inventories that are maintained in the County.

Credentialed Personnel

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

Currently, the Unified Government Security Office has the responsibility for the credentialing/badging system in place for all Unified Government employees. Bonner Springs and Edwardsville also have their own in-house credentialing/badging systems in operation. With these systems, all city and county government employees have their credentials on file through these systems and badges to gain access to limited access sites.

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

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

3.2.11.1 Mutual Aid Agreements

The purpose of a Mutual Aid Agreement is to provide for mutual aid and assistance between the agencies entering into the Agreement to provide services to prevent,



respond to, and recovery from an emergency when local resources are insufficient to meet unusual needs. The safety and well being of a community will best be protected through the coordinated efforts of multiple agencies providing assistance to one another.

Kansas Intrastate Emergency Mutual Aid Act: The purpose of this act is to create a system of intrastate mutual aid between participating Kansas political subdivisions. Each participant of this system recognizes that emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential for the protection of lives and property and for best use of available assets both public and private. The system shall provide for mutual assistance among the participating political subdivisions in the prevention of, response to and recovery from any disaster that results in a formal state of emergency in a participating political subdivision, subject to such participating political subdivision's criterion for a declaration. The system shall provide for mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or other training activities outside actual declared emergency periods. The system shall provide a common glossary and definitions of resources based on a resource management program. This legislation provides no immunity, rights or privileges for any individual responding to a state of emergency that is not requested or authorized, or both, to respond by a participating political subdivision. Participating political subdivisions will be ensuring to the fullest extent possible, eligibility for state and federal disaster funding.

Although this Act creates a system of intrastate mutual aid between participating Kansas political subdivisions, it does not specifically address administrative procedures to be followed in requesting or providing mutual aid such as reimbursement, replacement of supplies, or equipment delivery/receipt procedures. According to the Adjutant General's Department, Kansas Division of Emergency Management Policy #0100108 dated January 2, 2008, titled, *Mutual Aid Agreement and Direct State Assistance Reimbursement*:

When the parties do not have a pre-event written mutual aid agreement, or where a written pre-event agreement is silent on reimbursement, the Requesting and Providing Entities may verbally agree on the type and extent of mutual aid resources to be provided in the current event, and on the terms, conditions, and costs of such assistance.

Mutual Aid Agreements Activation:

- 1) In the event of a state of local disaster emergency, the Party seeking mutual aid shall make the request directly to the Party from whom the aid is sought in coordination with ESF 7.



- 2) Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than ten (10) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- 3) All communication shall be conducted directly between Recipient and Provider in coordination with ESF 7.
- 4) The Recipient shall be responsible for keeping all Parties advised of the status of mutual aid activities.

Intergovernmental Mutual Aid: Mutual aid agreements and memorandums of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

Interstate Civil Defense and Disaster Compact: The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states include personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and Governors of one or more states which have legally joined said compact, or which are authorized to join. Such written agreement may specify the period of time said compact is entered into with regard to each such state. Thus, the State of Kansas compact is non-active until initiated by the Governor, in agreement with one or more states.

Emergency Management Assistance Compact (EMAC): The EMAC is mutual aid agreement and partner among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Request for EMAC assistance are legally binding, contractual arrangements which requires soliciting state to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-901).

3.2.12 Damage Assessments

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 14, which



has the lead for impact assessment and incident action planning during the response phase.

The Unified Government Building Inspection Division, within the Neighborhood Resource Center is the lead for the County's Damage Assessment Program. The County is responsible for performing a county-wide rapid assessment and providing this information to the KDEM within the first few hours of the onset of disaster. The County Rapid Assessment will reflect information from city rapid assessments and additional information provided by response organizations, ESF Teams, the public and the media.

The County Property Appraiser's Office will assist in providing estimates of loss and economic impact, while the Chamber of Commerce and the insurance industry will provide information on losses to businesses.

Initial or Rapid Impact Assessments

The initial rapid impact assessment generally begins during the event (such as a flood) or immediately following (such as a tornado) and continues until the EOC has developed a good picture of the types and magnitude of damage. The Rapid Impact Assessment information collected will allow both Incident Command and the EOC to:

- Make informed operational decisions regarding public safety.
- Set response priorities.
- Allocate resources and personnel to the areas of greatest need.
- Identify trends, issues, and potential problem areas.
- Plan for ongoing operations.

In most cases, initial assessment information will come from first responders already in the field. If the situation dictates, additional personnel may be deployed specifically to conduct damage assessments and to report information to the EOC as quickly as possible.

Joint Preliminary Damage Assessment (PDAs)

PDAs are joint local, State and Federal damage assessments used to document the need for supplemental Federal assistance. PDAs may be conducted to document the need for Human Services (Individual Assistance) Programs and/or Infrastructure (Public Assistance) Programs.



An ESF 14 team member will accompany all PDA Teams. In most cases, the staff member will have been a member of the Detailed Damage Assessment Team and should be familiar with the damaged area(s). During a PDA, the role of the ESF 14 team member is critical, as they are to ensure all damage is observed and documented by KDEM, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and any other agencies potentially providing assistance.

Based on the results of the PDA, KDEM may recommend that the Governor request a Presidential disaster declaration for Human Services (Individual Assistance) or Infrastructure (Public Assistance), or both.

The County will work closely with the KDEM to ensure all types of disaster assistance are considered during the PDA process. For example, if the extent of damage does not warrant a Presidential disaster declaration, the SBA may announce a declaration to make low interest loans available to individuals and small businesses. Or if the disaster warrants, other types of Federal disaster assistance may be available to a local jurisdiction, such as funds from the Federal Highway Administration's (FHWA) Emergency Relief Program to repair damaged infrastructure.

In some instances, local government may request immediate assistance from Federal agencies without a damage assessment, such as assistance from the Environmental Protection Agency for Hazardous Materials incidents or the Corps of Engineers for flooding events. These instances are described in the appropriate ESF and Special Incident Annexes.

Detailed Damage Assessments

A detailed damage assessment is needed to document the magnitude of public and private damage for planning recovery activities and to justify the need for State and Federal assistance. A detailed damage assessment is also necessary to meet the information needs of the public, elected officials and the media.

During detailed damage assessments, emphasis will be placed on collecting and organizing information in a manner that will allow Incident Command and the EOC to:

- Evaluate the overall total scope, magnitude and impact of the incident
- Prioritize recovery activities
- Plan for ongoing recovery and restoration activities
- Project the total costs of long-term recovery
- Document the need for supplemental assistance



Detailed damage assessments will generally begin following the completion of response activities to protect life and property. A detailed damage assessment could last for days or even weeks.

Two general categories of detailed damage assessments will be conducted as follows:

Private Property Damage Assessments to document the extent of damage to individuals, families, and businesses.

Private property damage assessment teams will be comprised of, but not limited to, code enforcement officers, building inspectors, volunteer agency representatives, insurance adjusters and others familiar with the affected areas possessing the knowledge and skills to document the damage incurred by individuals, families and businesses.

Public Property Damage Assessments to document the extent of damage to public facilities, roads, bridges, utilities and other publicly owned structures.

Public property damage assessment teams should be comprised of individuals with construction estimating skills who are familiar with determining damage to public buildings, roads, bridges and other infrastructure.

A team of engineers and architects may be needed to assess the structural integrity of buildings, to confirm initial damage assessments and to determine the best course of action for repairs, demolition and/or rebuilding strategies.

3.2.13 Legal Considerations

The Legal Affairs Officer is responsible for providing legal advice and guidance to the Emergency Management Director and the Board of County Commissioners on all emergency management issues and concerns. The responsible county department staffing this position is the County's Legal Department. Legal Affairs Officers are responsible for supporting requests from management about actions which may have impacts that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.)

3.2.14 Public Safety in Emergencies

In a large-scale incident law enforcement resources will quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between



new responsibilities and everyday service demands. ESF 13 Coordinating Agency will activate mutual aid by contacting law enforcement agencies outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging

3.2.15 Intelligence Centers

The ability to share intelligence information quickly and accurately among fusion centers, joint terrorism task forces, local law enforcement and emergency operation centers is crucial in preventing potential criminal and terrorist acts. Wyandotte County has the benefit of two fusion centers. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

The Kansas City Regional Terrorism Early Warning (TEW) Group brings local, state and federal law enforcement officials together with public and private organizations to detect, deter and respond to terrorist threats in the Greater Kansas City community. The TEW's Interagency Analysis Center collects information from a variety of sources. This data is evaluated and analyzed in an effort to identify potential trends or patterns of terrorist or criminal operations within the region.

The Kansas Intelligence Fusion Center (KIFC) is a joint endeavor through the Kansas Attorney General's Office and the Kansas Adjutant General's Department. The KIFC Mission is to "generate intelligence analysis critical for homeland security policy and relevant threat warning, in order to protect life, liberty and property in Kansas and the Great Plains Region". The KIFC's core focus areas are: 1) Terrorism and Transnational Criminal Organizations (TCOs); 2) Biological Threats and Weapons of Mass Destruction (WMDs); and 3) Critical Infrastructure and Key Resources (CIKR) / Cybersecurity.

ESF 13 - Public Safety and Security has the responsibility to coordinate prevention, preparedness, and response and recovery activities specific to terrorism and/or weapons of mass destruction incidents with all intelligence partners.



4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the key functions that state or local agencies will accomplish during an emergency, including the roles that federal, state, territorial, local, regional, and private sector agencies will take to support local operations.

4.1 Assignment of Responsibilities

4.1.1 County Government

Wyandotte County complies with all State statutes and regulations governing the conduct of Emergency Management and Emergency Operations. As provided in County Resolution (Wyandotte County, Kansas City, Kansas, Unified Government Resolution Number R-25-99 dated March 10, 1999), Wyandotte County Emergency Management is responsible to the Board of County Commissioners (BOCC) for the proper functioning of the Integrated Emergency Management System (IEMS) within Wyandotte County.

Overall coordination of the event will be established through the Emergency Operations Center (EOC). For more information on EOC operations, see ESF5 – Emergency Management.

The principles of the Incident Command System (ICS) and the National Incident Management System (NIMS) will be used to guide and coordinate activities at the disaster scene(s). The EOC will organize using ICS and NIMS principles in support of field operations.

Wyandotte County will also:

- 1) Maintain an emergency management program involving all applicable government, private and volunteer organizations in the county emergency management system;
- 2) Maintain a current CEOP and develop procedures to perform the county responsibilities found therein;
- 3) Implement the state intrastate mutual aid statute to coordinate the needs of all municipalities within the county;
- 4) Implement a broad-based public awareness, education and information program designed to reach all citizens of the county, including those with vulnerable needs;
- 5) Maintain an emergency management program designed to mitigate risk through the enforcement of policies, standards and regulations;
- 6) Maintain cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements;
- 7) Coordinate public information activities during an emergency; and



- 8) Ensure the county's ability to maintain and operate a 24-hour warning point capable of warning the public.

4.1.1.1 Senior Elected Official

The Mayor/CEO of the Unified Government of Kansas City Kansas and Wyandotte County is the senior elected official in the county government.

4.1.1.2 Emergency Support Functions

The Wyandotte County EOP applies a functional approach which groups the capabilities of county and city departments and non-governmental agencies into Emergency Support Functions (ESFs). These ESFs are designed to provide the planning, support, resources, program implementation, and emergency services required during an emergency or disaster. Responses to actual or potential incidents are provided through the full or partial activation of the ESF structure. The respective ESFs operate under the following broad principles:

- 1) Upon activation of the EOC and requested by the Emergency Management Director, the coordinating and/or primary agencies for the ESF may send emergency representatives to the EOC to coordinate ESF activities;
- 2) The Coordinating Agency of each ESF determines which primary and support agencies are required at the EOC;
- 3) ESFs are expected to support one another in carrying out their respective roles and responsibilities;
- 4) Not all incidents will result in the full activation of the EOC. Some incidents can be adequately addressed by response agencies and the Emergency Management Department;
- 5) The ESFs provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies.

ESF Annex Contents

Each ESF Annex must, at a minimum, document the commitment of designated agencies to:

- 1) Provide appropriate staff to support ESF activities, to include coordinating, primary, and support agencies;
- 2) Provide ongoing status reports to be included in:



- a. EOC briefings;
 - b. Situation reports;
 - c. Incident Support plans; and
 - d. EOC staffing plans
- 3) Consolidate and provide ESF's current inventories of applicable facilities, equipment, and key personnel to the ESF Coordinator;
- 4) Develop and maintain a roster of 24-hour contact information for primary, support, and non-governmental agencies and provide to ESF Coordinator;
- 5) Maintain appropriate records for time worked and costs incurred by the respective ESF during emergency/disaster event;
- 6) Develop applicable SOGs and/or checklists detailing the process of completing applicable ESF objectives; and
- 7) Perform other emergency management functions as assigned.

4.1.2 Municipal Government

Cities are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within city capabilities, in the case of emergency/disaster events. All cities are encouraged to develop and maintain Emergency Operations Plans (EOPs). At a minimum, cities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- 1) Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system. Specific activities include involvement in Mitigation efforts, Planning and preparedness initiatives, Capability assessment & development, Emergency Management training & exercises.
- 2) Ensure emergency management activities of the City and County are integrated and coordinated during all phases of emergency management (mitigation, preparedness, response, & recovery).
- 3) Provide Wyandotte County Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- 4) Ensure all potential first responders (fire, police, public works, etc.) are trained to at least the awareness level under 29 CFR 1910.120, the Occupational Safety & Health Administration (OSHA) guidelines for hazardous waste operations and emergency response.



- 5) Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- 6) Ensure all responders have the appropriate level of NIMS training.
- 7) Establish & train damage assessment teams (for cities desiring to field their own teams) and ensuring their efforts are coordinated with Wyandotte County's overall damage assessment.
- 8) Ensure that Wyandotte County Emergency Management is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.
- 9) Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Wyandotte County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Wyandotte County.

4.1.3 Non-governmental and Volunteer Agencies

Non-governmental organizations (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also supports the Mass Care element of ESF 6 at both the state and federal level. Community-based organizations receive government funding to provide essential public health services.

4.1.4 Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.

Unless the response role is inherently governmental (e.g., law enforcement, etc.),



private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

4.1.5 Citizen Involvement

The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family, and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Vulnerable needs population citizens are encouraged to provide information used for planning purposes.

4.1.6 Tribal Government

In Wyandotte County, Kansas the federally recognized Wyandotte Nation own the Scottish Rite Masonic Temple that has been converted to the 7th Street Casino that is located on trust land they purchased. There is also the nearby Wyandot National Burying Ground also referred to as the Huron Indian Cemetery that they have legal authority of to preserve, protect, restore, and maintain (http://en.wikipedia.org/wiki/Wyandotte_Nation and http://www.wyandotte-nation.org/history/misc_works/cemetery_chronology.html). The headquarters of the federally recognized Wyandotte Nation is in Wyandotte, Oklahoma. Currently there are 4300 enrolled tribal members throughout the United States.

The Wyandotte Nation maintains an updates an emergency plan for the 7th Street Casino.

4.1.7 State Government

4.1.7.1 Governor

As the state's chief executive, the governor is responsible for the public safety and welfare of all Kansans. The governor:

- 1) Shall be responsible for coordinating state resources and support actions through all phases of emergency management;
- 2) Under statutory conditions, has powers to make, amend, and rescind state orders and regulations;



- 3) Provides leadership during all phases of emergency management;
- 4) Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states, tribes, and territories;
- 5) Is the commander-in-chief of KSNG;
- 6) Requests federal assistance when state or tribal capabilities are insufficient or have been exhausted; and
- 7) Shall execute all other powers, not specifically listed herein, pursuant state law.

4.1.7.2 Kansas Division of Emergency Management

In Kansas, the TAG is the Chief Administrative Officer (CAO) of KDEM and director of homeland security. Under the TAG's direction, KDEM is responsible for:

- 1) The development and maintenance of a state level emergency management program involving all applicable government, private and volunteer organizations;
- 2) The development and maintenance of this state emergency operations plan known as the KRP;
- 3) Supporting the emergency management needs of all counties by developing reciprocal intra- and interstate mutual aid agreements,
- 4) Requesting assistance from FEMA;
- 5) The establishment and maintenance of a SEOC;
- 6) All coordinating response and recovery activities performed by the SEOC Team;
- 7) The maintenance of an emergency management program that mitigates the effects of hazards through the enforcement of policies, standards and regulations;
- 8) The implementation of all policy decisions relating to emergency management and homeland security;
- 9) Directing the cooperation and assistance of state and local governmental agencies and officials;
- 10) Coordinating with the SEOC Team to determine appropriate ESF coordinating, primary and support agencies;
- 11) Executing all other powers, not specifically listed herein, pursuant to state law.

4.1.7.3 Commission on Emergency Planning and Response (CEPR)

The purpose of the CEPR is to facilitate a coordinated effort for the state emergency management system. Specifically, the CEPR is responsible for:

- 1) Advising and assisting state and local agencies in the preparedness and mitigation of the hazards facing the state;



- 2) Review the response to disasters and selected emergencies and recommend improvements for preparedness, response, recovery, and mitigation for future disasters; and
- 3) Carry out all requirements of the federal EPCRA of 1986 (SARA Title III).

4.1.7.4 State Departments and Agencies

All state departments, agencies, and offices are responsible for:

- 1) Ensuring orderly succession of key officials and positions to maintain operations during emergency situations;
- 2) Ensuring maintenance and safeguarding of key records and documents;
- 3) Routinely updating and maintaining a continuity of operations plan (COOP);
- 4) Providing necessary support to the SEOC Team as requested by KDEM;
- 5) Supporting actions in all phases of emergency management, as identified in the ESF annexes of this plan.

4.1.8 Federal Government

The Federal government has responsibilities to respond to national emergencies and to provide assistance to states when an emergency or disaster is beyond their capability to handle. The U.S. Department of Homeland Security (DHS)/FEMA has the overall responsibility for the coordination of federal emergency/disaster relief programs and supporting local and state government capabilities with resources.

Common Federal Mission Essential Tasks:

- 1) Preserve life or minimize risk to health, which constitutes the first priority of operations;
- 2) Support response and recovery efforts of the state, local, tribal, and private sector;
- 3) Synchronize planning activities, training, exercises, research and development, and after action/corrective action plans related to the response and recovery of all-hazard events/incidents;
- 4) Share information (as appropriate) among federal, state, local, tribal, and private-sector entities related to all-hazard response and recovery operations; and
- 5) Provide additional federal government support as needed.
- 6) Provide emergency response on federally owned or controlled property, such as military installations and federal prisons.
- 7) Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans.



- 8) Identify and coordinate provision of assistance under other federal statutory authorities.
- 9) Provide assistance to the state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP).

Specific FEMA Region VII mission essential tasks:

- 1) Support/coordinate disaster response and recovery operations/activities for all states assigned to the region;
- 2) Provide situational awareness and analysis in developing a common operating picture.
- 3) Maintain the Regional Watch at Level 4 (Steady-state) and increase its operational tempo in response to an event/incident;
- 4) Deploy a state liaison officer (SLO) to the SEOC in consultation with the state to maintain connectivity with the Regional Response Coordination Center (RRCC);
- 5) Provide disaster related coordination amongst emergency management stakeholders (i.e. Other Federal Agencies [OFAs], state/local/tribal governments, NGOs, and the private sector);
- 6) Deploy IMTs as able/needed;
- 7) Provide logistical support as requested;
- 8) Proactively establish the staging of resources within the region as a situation allows; enabling the eventual deployment and employment of Federal response assistance;
- 9) Maintain Mission Assignment (MA) capability and actively manage the process through close-out.
- 10) Provide Stafford Act and Disaster Relief Fund assistance as required;
- 11) Conduct NIMS-related planning including incident action planning and situation reports; and
- 12) Demobilize (as appropriate) in a safe, orderly, and efficient manner.
- 13) Manage and resolve all issues pertaining to a mass influx of illegal aliens.
- 14) Provide repatriation assistance to U.S. citizens evacuated from overseas areas.



5 DIRECTION, CONTROL, AND COORDINATION

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities).

5.1 County Level

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the EOC at all times.

5.2 Inter-state Civil Defense and Disaster Compact

This compact provides mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states including personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of K.S.A. 48-3202. This action is accomplished by written agreement between the governor and governors of one or more states which have legally joined said compact or which are authorized to join.

Such written agreement may specify the period of time said compact is entered into with regard to each state. The Compact is inactive until initiated by the governor, in agreement with one or more states.

6 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The EOC Data and Technology Coordinator reports directly to the EOC Manager and is responsible for collection, analysis and dissemination of information to the EOC staff. The Data and Technology Coordinator is also responsible for issuing situation reports, bulletins and advisories, assisting with science and technology support (GIS mapping, modeling) and providing support for action planning and resource tracking.

The preferred approach for integrated, coordinated information collection, analysis, and dissemination in response to an emergency is use of WebEOC, a web-based communication system. For additional information, see ESF 5.



7 COMMUNICATIONS

Primary dispatching capabilities in Wyandotte County exist with the Wyandotte County Communications Center. The Communications Center provides 24-hour dispatching capability for KCK Police and KCK Fire/EMS, as well as the cities of Bonner Springs and Edwardsville.

The Wyandotte County Emergency Operations Center (EOC) serves as the backup dispatch center. The ESF 2 Annex contains additional information describing the transfer from the primary to the back-up Dispatch Center as well as additional back-up locations.

The Board of Public Utilities (BPU) and both of the hospitals in Wyandotte County (Providence Medical Center and KU Hospital and Medical Center) maintain their own dispatching capability. BPU also maintains a backup radio system.

Numerous County and Municipal agencies have communications capabilities and field units communicate among each other and with the EOC primarily by radio using the 800 Megahertz System. The ESF 2 Annex references communications frequencies used by Wyandotte County and describes the communications network. This Annex also references interoperability protocols based on the Kansas City Metropolitan Area's Tactical Interoperability Communications Plan (TICP) for the region.

Wyandotte County has extensive amateur radio capabilities organized through the Radio Amateur Civil Emergency Service (RACES) to augment emergency communications as described in an attachment to the ESF 2 Annex.

Wyandotte County also has landline, cellular and satellite telephone capabilities, as well as the Internet that may be used to augment communication capabilities in emergencies. These capabilities are discussed in additional detail in the ESF 2 Annex.

8 ADMINISTRATION, FINANCE, AND LOGISTICS

Timely logistic and administrative support is critical to disaster response and recovery activities. Although the nature of disasters often requires that operations be carried out in compressed time frames using non-routine procedures, this in no way lessens the requirement for sound and responsible financial management and accountability.

During disaster operations, all agencies will:



- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- Develop procedures to ensure financial records clearly and unambiguously identify disaster-related expenditures.
- Use available resources and personnel as reasonable to cope with the emergency situation.
- Maintain sight of the missions identified in this EOP when taking actions and incurring costs.

The purchase, storage, maintenance, replenishment and replacement of equipment and supplies used in a disaster are the responsibility of the applicable agency.

Departments with emergency responsibilities will be familiar with the rules and guidance for making emergency purchases and contracts. When activated, departments will work with ESF 7 – Resource Support to accomplish emergency purchases and contracts.

Because Wyandotte County has significant resources and capabilities, most disasters will not qualify for Federal assistance and financial obligations associated with the event will be borne by the County.

When operating budgets are exceeded, the County Administrator, Mayor/CEO and County Commission are responsible for identifying additional funding to meet disaster-related expenses.

All complaints regarding alleged unfair or illegal business practices will be referred to the Legal Department, District Attorney or the State Attorney General's Office.

While innovative and expeditious means of procurement and record keeping may be called for in a disaster, it is important that all organizations maintain conscientious accounting practices.

In the event of a Presidential disaster declaration, the County Administrator will assign an individual to serve as the Authorized Applicant Agent and this person will be responsible for overseeing record accuracy.

Deliberate financial tracking is required to help ensure State and Federal reimbursement in the event of a Presidential disaster declaration. It is important that all County and City agencies implement proper accounting and documentation procedures from the outset of the event, since in most instances, expenses will be incurred by the County well before a declaration is announced.



8.1 Documentation

Following a disaster, documents are provided to to maintain an archive for the required time period, after such time archival documents are protect at the designated location. Emergency Management will utilize historic documents in advance planning scenarios when applicable for the safety of the public.

Documentation is obtained by recording damage sustained to:

- Roads
- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

8.2 Finance

Deliberate financial tracking is required to help ensure state and federal reimbursement in event of a Presidential disaster declaration.

Wyandotte County utilizes a system to track or record data to recover costs from a disaster.

During disaster operations, all agencies will:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- Develop procedures to help make financial records clear and unambiguously identify disaster-related expenditures.
- Use available resources and personnel as reasonable to cope with the emergency situation.
- Maintain sight of the mission identified in this CEOP when taking actions and incurring costs.



Under the provisions of EMAC, Kansas is responsible for the reimbursement of expenses incurred by responding states during the delivery of mutual aid or for the out-of-state sheltering or repatriation of Kansas residents. Kansas is likewise responsible for the computation and submission of bills for reimbursement of expenses incurred while responding to a requesting state.

If a Presidential Disaster Declaration is issued, three (3) different programs may be available through the Federal Emergency Management Agency (FEMA) to assist Wyandotte County government and its citizens and businesses:

- Public Assistance Program (referred to as the Infrastructure Program)
- Individual Assistance Program (referred to as the Human Services Program)
- Hazard Mitigation Grant Program

The following is an overview of FEMA's programs. Additional details may be found in ESF 14 Long-Term Community Recovery.

1) Public Assistance (Infrastructure) Program

The Public Assistance Program provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75 percent of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25 percent) is split with the applicants.

ELIGIBLE WORK

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental Federal disaster grant assistance is classified as either emergency work or permanent work.

2) Individual Assistance (Human Services) Programs

Individuals, families and businesses may be eligible for federal assistance if they live, own a business, or work in a county declared a Major Disaster Area, incur sufficient property damage or loss, and, depending on the type of assistance, do not have the insurance or other resources to meet their needs.



Assistance for Individuals and Households

This program, which may include cash grants of up to \$25,000 per individual or household, includes:

- Housing Assistance
 - Lodging expenses reimbursement (for a hotel or motel)
 - Rental assistance (cash payment for a temporary rental unit or a manufactured home)
 - Home repair cash grant
 - Home replacement cash grant
 - Permanent housing construction in rare circumstances
- Other Needs Assistance
 - Medical, dental, funeral costs
 - Transportation costs
 - Other disaster-related needs

3) **Hazard Mitigation Assistance**

The Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.

There are also several types of pre-disaster Hazard Mitigation Assistance (HMA) grant programs such as the Flood Mitigation Assistance (FMA) Program, Pre-Disaster Mitigation (PDM) Program, Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL) Program.

Local communities and other eligible applicants may apply for HMA grant funding through the State Emergency Management Agency. States with an approved enhanced State Mitigation Plan in effect at the time of disaster declaration may receive additional HMGP funding.



8.3 Logistics

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager in coordination with ESF 7. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

Coordination of unmet needs:

- When local municipal resources are committed, the county Emergency Management will coordinate assistance to satisfy unmet needs
- If the county requires additional assistance, it will call mutual aid from adjacent counties and regional resources.
- Only the Emergency Manager is authorized to request resource support from the Kansas Division of Emergency Management (KDEM).
- KDEM will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the Commonwealth.

Each agency tasked within this plan, is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to Wyandotte County Emergency Management and the ESF 7 Coordinating and Primary Agency.

9 PLAN DEVELOPMENT AND MAINTENANCE

The Bas Plan and Emergency Support Function (ESF) Annexes will be adopted by the Board of County Commissioners and City Councils of Bonner Springs and Edwardsville and will be forwarded for approval by the Mid-America Local Emergency Planning Commission. Hard Copies will be provided to each of these entities. The Special Incident Annexes will be approved and accepted by the County Administrator, based on recommendations from the Emergency Management Department.

The plan will be forwarded to the Kansas Division of Emergency Management to ensure compliance with the Kansas Planning Standards and acceptance in accordance with K.S. A. 48-929 (d). In addition, the plan will be forwarded to the Department of Justice to ensure compliance with Title II of the Americans with Disabilities Act.



This EOP is designed to be a flexible, dynamic document subject to revision, as appropriate. EOP revisions may result from a variety of causes such as:

- New procedures, policies or technologies
- Lessons learned from an actual event or exercise
- Feedback during training or case study review
- To accommodate new organizations or organizational structures

Major revisions to the EOP must be approved through the adoption process. Major revisions are those that significantly alter or establish new policy.

Minor revisions may be approved by the County Administrator, based on recommendations from the Emergency Management Department.

The EOP will be reviewed annually and each time it is implemented (either for real events or exercises). The Emergency Management Department will maintain the revision schedule for the Base Plan and the attached ESFs and Incident Annexes.

As requested, Coordinating, Primary, and Support agencies will review and submit changes to the plan. This will occur as changes are noted to be necessary or the Annex is updated per the update schedule.

A copy of the Base Plan will be made available to the public via the Unified Government's website.

The Mid-America Regional Council coordinates a Training and Exercise Committee that has responsibility to conduct an annual Training and Exercise Planning Workshop (TEPW). This sets the strategy for multi-discipline training for the nine-counties (including Wyandotte) that are part of the Kansas City Metropolitan Area. The MMRS Committee also participates in the TEPW. All exercises are developed and implemented in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) principles. This includes development of After Action Reports and Improvement Plans which are reviewed during subsequent TEPWs to ensure the training and exercise strategy incorporates identified gaps. In addition, Wyandotte County Emergency Management coordinates various training such as EOC orientation training.



10 AUTHORITIES AND REFERENCES

Authorities and references provide the legal basis for development and implementation of the Emergency Operations Plan. This section provides general local, state, and federal authorities that pertain to the EOP. Additional authorities and references applicable to a particular function, support activity or hazard are cited in the appropriate Emergency Support Function (ESF) Annexes and Incident Annexes.

Local

- Shelter Agreements with public and private facilities that have been pre-selected as mass care shelter sites (on file with the National Shelter System);
- Unified Government Code 3-106, Emergency Procurement;
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Chapter 29, Procurement;
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Codified through Resolution No. R-57-11, passed September 15, 2011. (Supp. No. 10);
- Unified Government Code of Wyandotte County/Kansas City, Kansas, Health and Sanitation Article 1. Section 17-3;
- Unified Government Continuity of Operations Plan;
- Wyandotte County Debris Management Plan, DRAFT, 2008;
- Wyandotte County Foreign Animal Disease (FAD) Standard Operating Guideline (SOG);
- Wyandotte County Multi-hazard Mitigation Plan, 2009;
- Wyandotte County, Kansas City, Kansas Unified Government Ordinance Number 0-20-99 dated March 10, 1999;
- Wyandotte County, Kansas City, Kansas Unified Government Resolution Number R-25-99 dated March 10, 1999.

Regional

- By-Laws of the Mid-America Local Emergency Planning committee;
- Kansas City Regional Tactical Interoperability Communications Plan (TICP) prepared by the MARC Homeland Security Coordinating Committee;
- Metropolitan Medical Response System (MMRS) Operations Plan;
- Mid-America Local Emergency Planning Committee Regional Hazardous Materials Emergency Preparedness Plan;
- Mid-America Regional Council (MARC) Regional Coordination Guides and Special Incident Annexes;
- Regional Area Multi Band Integrated System (RAMBIS) Standard Operating Procedure; and



- Regional Mass Casualty Incident (MCI) Plan.

State

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- K.S.A 65-119a, Duties and powers of local health officers;
- K.S.A. 50-627: Unconscionable acts and practices (price gouging);
- K.S.A. 65-201, Defines “local board of health” and “local health officer”;
- K.S.A.12-16,117: Municipal policies regarding the provision of assistance during times of disaster; immunity from liability;
- K.S.A.66-1711: Outlines restriction of activities within 10 feet of high voltage overhead line (also known as the 10 foot rule);
- K.S.A.74-620: Required the Kansas Corporation Commission to develop rules and regulations to establish priorities for electric and natural gas allocations that applies to “all suppliers and consumers of natural gas and electric energy”;
- Kansas Administrative Regulation 9-27-1, designation of infectious or contagious diseases;
- Kansas Emergency Planning and Community Right-to-Know Act (Chapter 23) of the Session Law of 1987;
- Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact (EMAC);
- KOMA – Kansas Open Meetings Act;
- KORA- Kansas Open Records Act;
- KSA 12-16,117: Municipal policies regarding the provision of assistance during times of disaster; immunity from liability;
- KSA 47-608, cooperation with federal officers;
- KSA 47-610-622, state quarantine, sanitary and other regulations;
- KSA 48-904 through 48-958: as amended, State and County Emergency Management Responsibilities;
- KSA 65-101- The secretary of KDHE has the duty and authority to: Advise other offices and agencies of government concerning location, drainage, water supply, disposal of excreta, and heating and ventilation of public buildings;
- KSA 65-162a and KAR 28-15a-2: Kansas Clean Water Act;
- KSA 65-3401(b) - Statement of policy for solid waste management program;
- KSA 65-3406: Public Health, solid and hazardous waste;
- KSA 65-3407c - The secretary of KDHE may authorize persons to carry out outlined activities without a solid waste permit issued pursuant to K.S.A. 65-3407, and amendments thereto and shall consider the listed



factors when determining eligibility for an exemption to the solid waste permitting requirements;

- KSA 66-1,108 Transportation by motor carriers, definitions;
- KSA 66-1,111 Types of carriers which must comply with act and other applicable laws;
- KSA 66-1,112 Authority of commission to regulate public motor carriers; rate-making procedures; exemption for state antitrust laws;
- KSA 66-105 common carriers defined;
- KSA 66-106 Rules and regulations; assessment of costs; conferral with other authorities; agreements; contributions and grants, joint investigations, hearings, orders; duties of attorney general;
- KSA 68-406: State highway fund; apportionment; city connecting links; use of funds;
- KSA 82a-301:Obstruction in Streams;
- KSA Chapter 48, Article 9, Established CEPR under the Kansas Emergency Management Act;
- KSA. 65-171(m) The secretary of health and environment , activities (a) Primary drinking water standards applicable to all public water supply systems in the state; and
- Kansas Response Plan, 2017

Federal

- National Response Framework: This framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies-from the smallest incident to the largest disaster. The Framework defines the key principles, roles, and structures that organize the way we respond as a Nation. It describes how communities, tribes, States, the Federal government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective nation response. The Nations Response Framework is always in effect, and elements can be implemented at a level at any time.
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).
- Homeland Security Presidential Directive – 8: National Preparedness: This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to



State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.

- Homeland Security Presidential Directive 8, Annex I, Planning, January, 2008.
- National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrence to incidents requiring a coordinate Federal response.
- Homeland Security Act of 2002: Public Law 107-296, 116 Stat. 2135. This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act: of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the Federal government. It also establishes roles and responsibilities for State and local governments during federally declared emergencies and disasters.
- Emergency Management and Assistance, 44 C.F.R., Chapter 1: (Oct. 1, 1992). This portion of the U.S. Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other Federal agencies, and further defines the role of State and local government in the Emergency Management structure.
- Emergency Planning and Community Right-to-Know Act of 1986: (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA). This Federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).
- Comprehensive Planning Guide (CPG) 101: Provides general guidelines on developing Emergency Operations Plans (EOPs). It promotes a common understand of the fundamentals of planning and decision making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.
- Post Katrina Emergency Management Reform Act of 2006, Public Law 109-295.
- Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308.



- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007.
- National Security Presidential Directive 51/ Homeland Security Presidential Directive 20, National Continuity Policy, May 4, 2007.
- The Emergency Management Accreditation Program, or EMAP, is a voluntary review process for state and local emergency management programs. Accreditation is a means of demonstrating, through self-assessment, documentation and peer review, that a program meets national standards for emergency management programs.
- Chapter 44 of the Code of Federal Regulations, Part 205.16 (Nondiscrimination in Disaster Assistance). It is the policy of Wyandotte County, Kansas City, Kansas Unified Government, and the cities of Bonner Springs and Edwardsville, that no services will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.
- 29 CFR 1910.120, the Occupational Safety & Health Administration (OSHA) guidelines for hazardous waste operations and emergency response.



Staff Request for Commission Action

Tracking No. 171343

Full Commission Meeting Date:

Committee: Public Works & Safety

Date of Standing Committee Action: 10/23/17

(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>
10/12/2017	Brent Thompson	x5710	bthompson@wycokck.org	Public Works

Item Description:

Staff will present a summary of the major infrastructure projects that will begin or continue construction in 2018. Projects to be discussed include streets, bridges, sidewalks, sewer, stormwater, and facility improvements. Handouts will be provided at the meeting. This is the first in a two-part discussion of projects. Additional projects for 2019 and beyond will be discussed in November.

Attachments List: Handouts will be provided at the meeting.

Action Requested:

No action required. For information only

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List: