



# Wyandotte County, Kansas Emergency Operations Plan

## ESF 5 Emergency Management

- Coordinating Agency:** Wyandotte County Emergency Management
- Primary Agencies:** City of Bonner Springs  
City of Edwardsville  
Unified Government Office of the County  
Administrator
- Support Agencies:** Kansas Division of Emergency Management  
Unified Government Department of Technology  
Services  
Unified Government Legal Department  
Unified Government Public Works - Building and  
Logistics Division  
Wyandotte County Public Health Department



# 1 PURPOSE, SCOPE, POLICIES/AUTHORITIES

## 1.1 Purpose

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The purpose of the ESF-5 Emergency Management Annex is to establish how emergency management activities will be coordinated to meet the needs generated by disasters affecting Wyandotte County.

## 1.2 Scope

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This annex identifies the key policies, concepts of operations, capabilities, roles and responsibilities associated with Emergency Management in Wyandotte County. Specific operating procedures and protocols are addressed in documents maintained by the primary agencies. ESF-5 Emergency Management applies to all individuals, agencies and organizations that may be required to support disaster response and recovery operations in Wyandotte County.

ESF 5 Annex addresses:

- Concept of operations including command, control and notification;
- Incident assessment, support, coordination, decision making and resource management;
- Coordination with Incident Command;
- Implementation of the County Emergency Operations Plan (CEOP), and;
- Responsibilities of agencies that support ESF 5 activities.

These activities include, but are not limited to:

- Emergency Operations Center (EOC) activation, operation and staffing;
- Coordination of all sections in the County EOC;
- Notification and updating of staff and elected officials;
- Emergency decision making and the local declaration process;
- Requesting State and Federal assistance;
- Overall coordination of mutual aid, regional, state, and federal support;
- Information management including collection, analysis and dissemination, and;
- Issuing situation reports, bulletins and advisories both internal and external stakeholders.



## 1.3 Policies/Authorities

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The following local, regional, state and federal authorities apply to this ESF 5 Annex.

### Local

#### **Sec. 12-31. - Territorial applicability; establishment of emergency management agency.**

The article applies to all territory within the jurisdiction of the Unified Government. There is hereby established the County Emergency Management Department, a department of the Unified Government for the purpose of assuming, as the designated disaster agency, responsibility for coordinating the mitigation of, preparedness for, response to, and recovery from disasters.

(Code 1988, § 10-1; Ord. No. O-20-99(Res. No. R-25-99), § 1, 3-4-1999)

- [Code of the Unified Government of Wyandotte County/Kansas City, Kansas, §§12-31 through 12-35 \(Ordinance Number 0-20-99 and Resolution R-25-99 dated March 10, 1999\)](#)

### Regional

- [Mid-America Regional Council \(MARC\) Regional Coordination Guide for ESF 5.](#)

### State

- [Executive Order 05-03, Use of the National Incident Management System \(NIMS\);](#)
- [§ 48-9a01 Kansas Statutes Annotated \(KSA\), Emergency Management Assistance Compact \(EMAC\);](#)
- [Kansas Emergency Management Act, § 48-920, et seq., Kansas Statutes Annotated \(KSA\);](#)
- [Kansas Response Plan, 2017](#)

### Federal

- [Title II of the Americans with Disabilities Act;](#)
- [FEMA National Response Framework;](#)
- [Homeland Security Presidential Directive – 5: Management of Domestic Incident;](#)
- [Presidential Policy Directive – 8: National Preparedness;](#)
- [FEMA Comprehensive Planning Guide \(CPG\) 101;](#)
- [Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308.](#)



## 2 CONCEPT OF OPERATIONS

This section provides a summary of the Concept of Operations for the following ESF 5 activities: 1) Command, Control, and Notifications, 2) Incident Assessment 3) Information Management, 4) Declarations, 5) Incident Command, 6) Emergency Operations Center, and 7) EOC Organization and Staffing.

### 2.1 Command, Control, and Notification

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Wyandotte County Emergency Management always maintains a state of readiness, which includes the ability to:

- Monitor developing situations;
- Collect, coordinate and share information with key stakeholders;
- Coordinate requests for assistance;
- Facilitate the process of declaring a state of local disaster emergency;
- Coordinate emergency public information and warning;
- Activation of the outdoor warning sirens;
- Maintain readiness, activate and support the County Emergency Operations Center (EOC);
- Facilitate access to state and federal resources to support local response and recovery operations.

Wyandotte County Emergency Management is the Coordinating Agency for ESF 5. The EOC Coordinator is responsible for contacting ESF 5 primary and support agencies as well as providing briefings and direction for initiation of emergency management activities in support of emergency operations.

When a determination is made to activate the EOC, ESF 5 will be activated by default. The Emergency Management Director (or their designee), in consultation with the County Administrator and Emergency Management staff will then determine which additional Emergency Support Functions are required for activation in support of emergency operations. The Emergency Management Director will contact the designated Coordinating Agency of the activated ESFs who will then request representatives of their respective ESFs to report to the EOC.

Tactical and operational decisions are made in the field within an Incident Command System (ICS)/National Incident Management System (NIMS) structure. Policy and event-response objectives will be developed by the Policy Group in the EOC to be implemented in the field. Coordination and support functions will be initiated by the Wyandotte County Emergency Operations Center Responders (EOCR). The primary

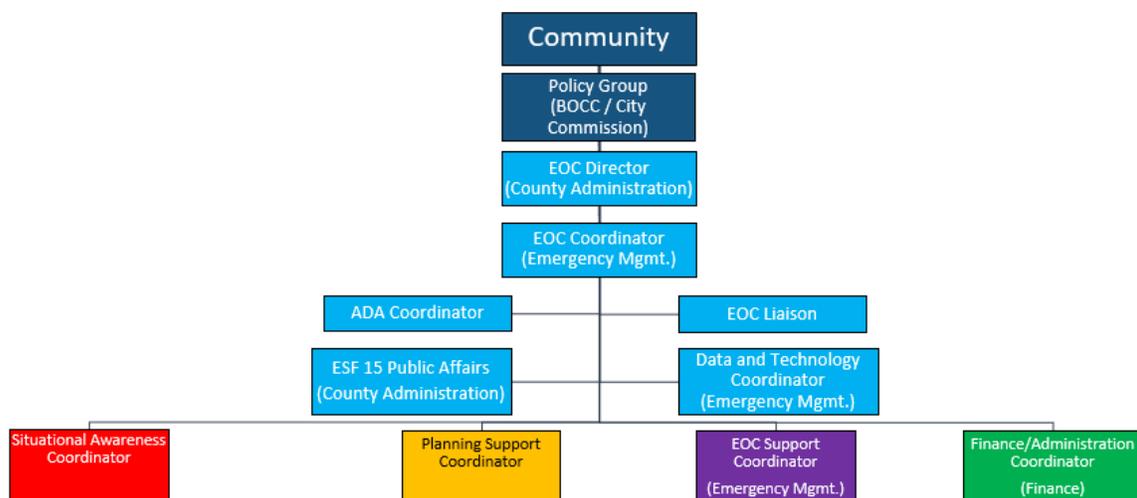


role of the EOCR is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization’s decision-makers in the Policy Group. The EOCR will then facilitate the coordination of resources required to address the response objectives developed to meet the needs generated by disaster.

The EOCR will be organized, staffed and managed using an organizational structure complementary to the field ICS structure as depicted in ESF 5 Addendum 2 WYCO EOC Organizational Chart. This organizational structure integrates the Emergency Support Functions within the general ICS/NIMS structure.

Wyandotte County EOC will be using the Incident Support Model (ISM) EOC structure. The EOC will focus their efforts on gathering and disseminating information, planning, and resource management thus will separate the situational awareness function from planning and combine operations and logistics functions in an incident support structure. In an ISM EOC, situational awareness/information management structure section reports directly to the EOC Director as do the other sections. Resource sourcing, ordering, and tracking are the responsibility of the EOC Support Section. Some Logistics functions, such as the physical operations of the EOC, are now within the EOC Support Section.

### Wyandotte County Emergency Operations Center Organizational Chart



Wyandotte County Emergency Management is responsible for liaison roles with the Kansas Division of Emergency Management as well as adjacent county Emergency Management Officials.



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## 2.2 Incident Assessment

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ESF 5 has the responsibility to provide all decision makers with timely relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

The Emergency Management Duty Officer (DO) continually monitors weather and information sources for incidents or situations that may impact Wyandotte County or the response efforts. Once the DO becomes aware of an emergency situation that could, or has the potential to, activate the EOC they will gather essential information and assess the immediate risks. This information may come from field units, the Incident Commander, the Public Safety Communications Center, media reports, radio, voice or electronic communications.

The situation may dictate a Level II EOC activation which involves active monitoring of the incident or potential incident. Section 2.8 describes EOC activation levels. Initial incident assessment information is disseminated via email, the Everbridge notification system and/or electronic or voice communications. The Data and Technology Coordinator will ensure that assessment information is disseminated to make protective action decisions and establish response priorities.

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## 2.3 Information Management

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The Emergency Operation Center Responders (EOCR) will be critical for supporting decision making in the disaster response and recovery process. The collection and organization of the status of the incident, response actions, situation information and evaluation will be developed by the EOCR for the Policy Group. Participating agencies, including Coordinators of other activated ESFs will provide information to the Data and Technology Coordinator as required using paper forms or via WebEOC to develop a variety of reports including but not limited to:

- Rapid damage assessment;
- Detailed damage assessment;
- Situation assessment (both immediate and ongoing);
- Resource availability;
- Pending requests;
- Personnel status;
- Sequence of events;
- Current operational environment and;
- Contingency planning



There will be an immediate and continuous demand for information on which decisions will be made involving the conduct of response and recovery actions. In the early stages of an incident little information will be available. The collection, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources. The EOC will be requesting local information from various agencies, departments and partners, both internal and external to the Unified Government (UG).

The EOC is equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The methods for communication consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), using a variety of applications such as WebEOC, Genetec, Gibson Ridge III weather radar, NWS Chat, Teams, Zoom and other virtual collaboration tools.

Information may also come from a variety of other sources including but not limited to:

- Field units;
- Private sector;
- Mass Media;
- Citizens;
- Other jurisdictions, and;
- State and Federal government agencies.

ESF 5 is responsible for ensuring that information is communicated effectively to and from field operations, support agencies, public officials, and other stakeholders. To assist and acquire quick, timely and accurate information from the field is critical to good decision making in the EOC.

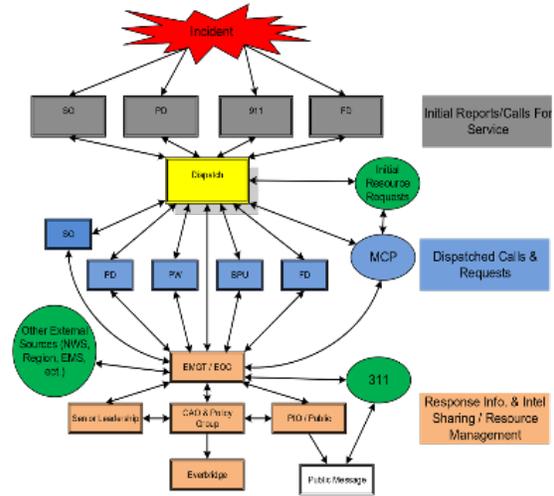
Wyandotte County and municipal elected and appointed officials not present in the EOC will be notified and provided with situation reports and briefings by through in-person briefings, telephone, or various other means including, but not limited to, WebEOC and email. The frequency and detail of this information will be dictated by the event.

As the preferred method to coordinate emergency operations information among response agencies, Emergency Management and the State of Kansas, WebEOC will be used to create situational awareness and develop a common operating picture. The following methods will be used to accomplish this task:

#### **Addendum 7 Incident Information Flow Chart**



- Route and track messages and their status;
- Make, fill and track resource requests;
- Provide data to support requests for State and/or Federal assistance;
- Assist with resource management;
- Generate situation and progress reports, and;
- Interface with the Geographic Information System (GIS)



The EOCR will respond to information requests using message forms or electronically using WebEOC. Once a message has been acted on, the results will be entered by EOCR staff into the WebEOC (or written on the message form). The EOCR Data and Technology Coordinator will also use Wyandotte County’s Geographic Information System (GIS) capabilities to collect, analyze and share information. The EOCR will request staff support from the GIS department to support EOCR decision-making and field operations with maps and computer modeling programs.

Periodic briefings will be conducted by the EOCR to ensure all participating organizations are aware of critical information, as well as EOC information management and reporting requirements. Pertinent information will be displayed in the EOC either electronically or using other methods to assist the EOCR with coordination, decision-making and planning. Depending on the event, displayed information may include maps, situation reports, event logs, damage reports, resource requests and specific ESF activities.

Language Translation Needs – Should there be a language barrier when providing services to the public please refer to ESF 6 Addendum 9 *Interpreter and Translator Services* for information on how to access these services.



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## 2.4 Declarations

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Depending on the complexity or severity of the event, the Emergency Management Director, or designee, may advise the County Administrator that the need exists to declare a local emergency. The Emergency Management Director or designee may also advise the city administration of Bonner Springs and/or Edwardsville of the need to declare a local emergency in their community. A Local Emergency Declaration is included as ESF 5 Addendum 4.

A local declaration should be made when local resources/capabilities are exhausted or overwhelmed, or it appears that it is imminent that the local resources will be exhausted or overwhelmed.

Proactive Emergency Declarations will:

- Allow Wyandotte County to request additional resources in anticipation of need as the result of a developing situation.
- Save time in the hiring of personnel and/or calling personnel back outside their normal work schedule.
- Facilitates requesting mutual aid, State and/or Federal assistance.
- Allow suspension or alterations of purchasing and contracting rules to expedite delivery of goods and services.
- Allow for the timely activation of mutual aid and disaster related agreements, providing life and property saving services from area construction companies.
- Allow Wyandotte County to receive State and Federal assistance that may not be provided without a local declaration.

If a disaster or emergency requires resources beyond local and mutual aid capabilities, resources may be requested from Kansas Division of Emergency Management (KDEM). If local and State resources are inadequate, KDEM can request certain resources, on behalf of Wyandotte County from Federal Emergency Management Agency (FEMA) as illustrated in ESF 5 Addendum 5. The Emergency Management Director, or designee, will serve as a liaison with KDEM and FEMA for coordinating State and Federal assistance.

In some instances, local government may request immediate assistance from Federal agencies, such as the Environmental Protection Agency for hazardous materials incidents, or the Corps of Engineers for flood events. These resources will be requested through the EOC and/or Emergency Management.



Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of Wyandotte County. ESF 5 will carefully monitor the status of the emergency and will coordinate with ESF 14 to determine future effects that may result from the emergency that will need to be addressed in long term community recovery efforts.

## 2.5 Incident Command

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The National Incident Management System (NIMS) establishes standardized incident management processes, protocols, and procedures that all responders will use to coordinate and conduct response actions. When responders use common language and the same standardized procedures, they will all share a common focus and will be able to place full emphasis on incident management when an emergency or disaster occurs.

NIMS established the Incident Command System (ICS) as an incident management methodology with five functional areas (command, operations, planning, logistics, and finance/administration) for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of Unified Command has been universally incorporated into NIMS. Unified Command coordinates the efforts of multiple jurisdictions and/or response disciplines and provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

ICS is utilized to coordinate emergency response and recovery operations at the disaster scene(s). The first response agency to arrive at the scene will assume initial Incident Command (IC) and institute the ICS structure. An Incident Command Post (ICP) will be established when appropriate.

If it becomes apparent that additional support and coordination will be necessary for the incident, the 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 EOC at all times. Voice communication between the IC and the EOC will occur through radio communications, cellular communications, or landlines when available. Other forms of communication can also be used such as texting, email or WebEOC. The Wyandotte County Public Safety Communications Center will also serve to relay communications from the IC in the field to the EOC.

The Incident Commander will coordinate with ESF 7 to direct unaffiliated and affiliated volunteers that arrive at the scene to an established Volunteer Reception Center. This is described in greater detail in the ESF 7 Annex.



In some situations, with an agreement between the Incident Commander and the EOC Director, an EOC liaison may be sent to the Incident Command Post.

## 2.6 Emergency Operations Center

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Routine emergencies can quickly grow into disasters, thus response agencies will advise Emergency Management of escalating situations that may require EOC activation. After consultation with director and assistant county administrator (ACA), the duty officer will notify key ESF coordinators to respond depending upon the incident.

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 EOC Director and the Emergency Management Director or designee will serve as the EOC Coordinator providing support to the EOC Director. ESF 5 (Addendum 2) provides an organization chart depicting the EOC structure and ESF 5 (Addendum 3) provides a diagram of the EOC layout.

## 2.7 EOC Organization and Staffing

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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:

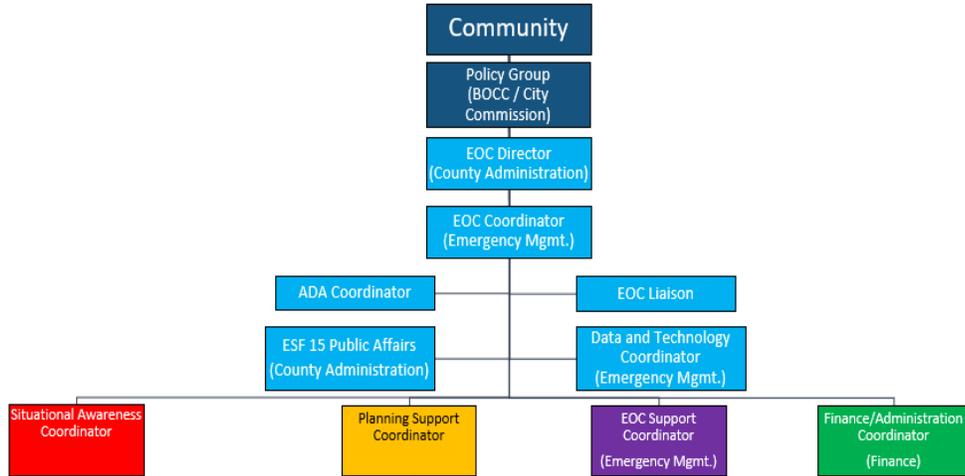
- Collect, record, analyze, display and distribute information;
- Support activities at the scene and in the field;
- Coordinate public information and warning;
- Prioritize and coordinate disaster related activities;
- Conduct liaison and coordination activities with external entities;
- Notify and 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 Support 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**



**EOC 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.

**EOC 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.

**EOC 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 such as 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. 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.

**Situation Awareness Coordinator:** Responsible for coordinating support to individual Commanders or Supervisors in the field from the EOC. The Situation Awareness Coordinator is generally a representative of the primary response agency with overall incident management responsibilities in the field.

**EOC Support 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 Situation Awareness Support Coordinator. During more complex emergencies, a separate EOC Support Coordinator will be assigned.

**Planning Support Coordinator:** Responsible for situation analysis and anticipating future response and recovery needs from the EOC. During small events, the Planning Support Coordinator will be a collateral duty of the Situation Awareness Coordinator. During more complex emergencies, a separate Planning Support 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.



## 2.8 EOC Activation Levels

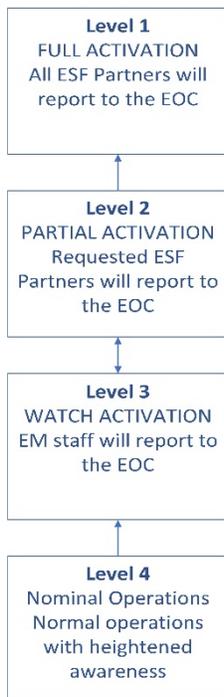
The following levels of EOC activation are used by Wyandotte County and are based on the NIMS Incident Support EOC Model (released Oct 2017). As this NIMS revision is adopted it will become consistent with other governmental EOCs throughout the region:

### Level I: (High Impact Events)

This level of activation typically requires the EOC to be fully staffed by the Emergency Operations Center Responders (EOCRs) 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 I EOC activations are for weather events that displace many people; and /or incidents requiring the activation of most if not all Emergency Support Functions (ESFs).

### Level II: (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 II 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 II activations typically have all Command Staff and some, but not all EFS units staffing the EOC.



### Level III: (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 III event might also have the potential to require resources beyond those routinely available to responding agencies. Typical Level III 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 IV (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 and the duty officer will be monitoring remotely.

## **2.9 Primary and Alternate EOCs**

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The primary and alternate EOC are organized and stocked with supplies to accommodate emergency response operations exceeding 24 hours. Kitchen facilities and supplies are located on site as well as restrooms and shower facilities (primary only). The primary EOC has permanent backup generators and alternate EOC will require a mobile generator. ESF 5 will work closely with ESF 7 to coordinate extended staffing needs.

The primary and alternate EOC are accessible to staff that may have functional and access needs.

### **Wyandotte County Primary Emergency Operations Center (EOC)**

The Wyandotte County Primary EOC is located at 701 North 7<sup>th</sup> Street in Kansas City, Kansas. The County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by WebEOC, landline telephone, Public Safety radio, facsimile and cellular telephone. The primary EOC will seat 21 positions, with an additional 12 in the Policy room and 24 in the Training room. In certain situations, where in person meetings are not advisable, a virtual meeting platform will be utilized. There are phones at all positions and Public Safety radio desk sets at most positions. Most fixed computers are connected to the projection system and network connections are available on both the UG and Police Department/Fire Department networks. Over 20 laptops are available for individual use by the EOC responders as needed.

The electrical system is backed up by both the building's main generator and an additional 200 Kw unit outside the building. All of the Main EOC is also covered by a Uninterruptable Power Supply that will maintain power to the critical systems such as computers and servers during the brief time between line power loss and the generators are activated.

### **Wyandotte County Alternate EOC**

The Unified Government of Wyandotte County and Kansas City, Kansas have entered into a Memorandum of Understanding with the Kansas Speedway to utilize the



Speedway Conference Center as an alternate EOC. It is located at 400 Speedway Blvd., Kansas City, Kansas to the south of the Speedway Administration building. This building does not have permanent back up power but has ports to allow for a large portable generator to be connected.

The conference center is equipped with six large screen monitors and one ceiling mounted projector. Computer video and audio inputs can be shared with any or all of the display devices via an eight-port matrix switch. There are two desktop style computers permanently deployed there to provide access to the internet and the county camera networks. Six wideband antennas are mounted on the roof and can be utilized by most public safety radio system users. Twelve VoIP based phones are available in the room to be deployed and a small stockpile of office supplies, whiteboards, etc. are stored there.

Additional EOC equipment would need to be brought to the alternate EOC, i.e. laptops, whiteboard's, etc. if it were activated.

### **Mobile Command Vehicle**

A Mobile Command Vehicle (MCV) is available for use by all Wyandotte County agencies. The MCV is a thirty-nine (39) foot vehicle equipped with six (6) Dispatch/Coordinator workstation positions, a policy and incident command work area, as well as external facilities and sheltered work area for briefing and team coordination activities.

The MCV is equipped with:

- Generator and battery power;
- Radios and radio system interoperability equipment;
- Computers with access to on-board and remote databases and dispatch information;
- Camera resources;
- Telephone system with internal and external extensions served by landline and cellular service;
- Cellular/Wi-Fi/Radio system with an onboard antenna system for field connectivity, and;
- Forty-two (42) foot mast equipped with a pan-tilt-zoom low light camera;
- Satellite and over the air TV service and high speed internet access are available via satellite service.



## Municipal EOCs

Depending on the location, type and/or scope of the incident, the cities of Bonner Springs and Edwardsville may activate EOCs specifically to coordinate the response and recovery activities of their agencies and organizations. The locations of municipal EOCs are below:

<b>Bonner Springs:</b>	<b>Alternate:</b>
13001 Metropolitan Bonner Springs KS	120 N. Nettleton Bonner Springs, KS

**Edwardsville:**  
698 S. 4th Street  
Edwardsville, KS

No alternate

If activated, the Municipal EOCs should maintain close contact with the Wyandotte County Emergency Management. In addition to landline, cellular and radio communications capabilities, the City EOCs will have direct access to event information through WebEOC.

## Other EOCs

In a health event (e.g., a disease outbreak or a possible biological terrorist event), the Public Health Department may establish a Departmental Operations Center (DOC). The Public Health Department DOC is discussed in detail in ESF 8 – Public Health and Medical Services, as well as in the *Wyandotte County Unified Government Public Health Emergency Preparedness and Response Plan*.

The Kansas City Kansas Fire Department also has a Departmental Operations Center and in certain situations, it may be activated.

<b>Primary:</b>	<b>Alternate:</b>
Station #6, 9548 State St. Kansas City, KS	815 N. 6 <sup>th</sup> St. Kansas City, KS

The University of Kansas Health System, The University of Kansas Medical Center, Providence Medical Center and other organizations or agencies may activate their respective Departmental Operation Centers (DOC) to coordinate departmental activities. Information sharing between the EOC and a DOC will be accomplished by WebEOC, landline phone, radio, fax and cellular phone. In some cases, a liaison should be sent from the DOC to the EOC to ensure coordinated efforts.



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## 2.10 Transition from Response to Recovery and EOC Deactivation

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The response phase of an emergency or disaster involves actions taken to save lives and prevent further property damage. Some short-term recovery activities can occur simultaneously with response activities, such as restoration of utilities and other infrastructure. When there is no longer immediate life safety and preservation of property actions, operations will gradually shift to recovery. ESF 5 will closely monitor and evaluate operations to determine the appropriate time to deactivate the EOC.

The EOC will play a role in transitioning a community toward recovery. Some of the activities an EOC may do in the transition to recovery include:

- Coordination of documentation;
- Archiving of data and contact information;
- Conducting after-action reviews;
- Advocating for State and Federal assistance;
- Working with FEMA, the State and other Federal entities;
- Helping the community to manage expectations and participating in long-term recovery committees.

The EOC Director, ESF 5 and other Command Staff will be consistently called upon to liaison with State and Federal officials as the community assesses damages jointly and seeks Federal assistance under the Robert T. Stafford Act.

ESF 14 may remain active for an extensive period of time after closure of the EOC to coordinate recovery/rebuilding activities. The recovery process can be significantly longer in duration, often many years, and will require a very broadly based input from all facets of the community.



### 3 RESPONSIBILITIES

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

<b>Overall Actions Assigned to All Agencies</b>	
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<i>Preparedness (Pre-Event) Actions for ESF 5 – Emergency Management</i>	
1	Maintain a centralized personnel roster, contact, and resource lists to support ESF-5 tasks.
2	Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support ESF-5.
3	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
4	Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
5	Help develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Participate in emergency management exercises and training.
<b>Overall Actions Assigned to All Agencies</b>	
<i>Response (During Event) Actions for ESF 5 – Emergency Management</i>	
1	Provide a representative(s) to the County EOC, when requested.
2	Provide field support for emergency responders at the scene.
3	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means as requested.
4	Participate in developing EOC briefings, incident support plans, situation reports and meetings to support ESF 5.
5	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
6	Document actions, activities and decisions via WebEOC and other means.
7	Work with the other members of the EOCC team to set priorities and assign resources.
8	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
9	Maintain situational awareness of additional threats and risks



<b>Overall Actions Assigned to All Agencies</b>	
<i>Recovery (Post Event) Actions for ESF 5 – Emergency Management</i>	
1	Continue to perform tasks necessary for recovery operations.
2	Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
<b>Overall Actions Assigned to All Agencies</b>	
<i>Mitigation Actions for ESF 5 – Emergency Management</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.

<b>Coordinating: Wyandotte County Emergency Management</b>	
<i>Preparedness (Pre-Event) Actions for Wyandotte County Emergency Management</i>	
1	Actions assigned to all ESF partners.
2	Ensure primary and alternate EOCs have capability to manage an emergency response that lasts longer than 24 hours including staffing needs, resource needs, food/water, etc.
3	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
4	Develop, review and maintain ESF-5 Annex.
5	Support or develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Develop and execute emergency management exercises and training.
7	Develop emergency preparedness programs and present them to the public
<i>Response (During Event) Actions for Wyandotte County Emergency Management</i>	
1	Actions assigned to all ESF partners.
2	Support, operate and deactivate the EOC.
3	Provide initial notification for activation of ESF 5 and any other required ESFs
4	Assign EOC positions and notify appropriate ESF Coordinating Agencies for activated ESFs.



5	Maintain liaison roles with KDEM and adjacent county emergency management officials.
6	If the primary EOC cannot be utilized, the EM Director will make the decision to relocate the EOC to the alternate EOC.
7	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means.
8	Develop and disseminate EOC briefings, incident support/action plans and situation reports and facilitate meetings.
9	Coordinate activities between incident command and EOC.
10	Document actions, activities and decisions.
11	Work with the other members of the EOCC team to set priorities and assign resources.
12	If conditions warrant, advise City Administrators of Bonner Springs and/or Edwardsville of the need to declare a local emergency.
13	If conditions warrant, advise the County Administrator of the need to declare a local emergency.
14	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
15	Request mutual aid or other assistance.
16	Support staging and accountability of external resources.
17	Appoint ADA Response Coordinator to manage, track and follow-up on ADA-related issues routed through the EOC.
<b><i>Recovery (Post Event) Actions for Wyandotte County Emergency Management</i></b>	
1	Actions assigned to all ESF partners.
2	Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Provide ongoing status reports as requested by the ESF 5 Manager, other jurisdictions or senior leadership.
4	Maintain liaison roles with KDEM and adjacent county emergency management officials.
5	Schedule after-action briefings and develop after action reports.
6	Coordinate with the UG Policy Group and UG Legal Department regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
7	De-activate/close EOC.



<b>Mitigation Actions for Wyandotte County Emergency Management</b>	
1	Actions assigned to all ESF partners.
2	Provide information to ESF partners and other eligible applicants of mitigation funding opportunities.
3	Coordinate mitigation plan revision to identify county risk and projects that could lessen risk.

<b>Coordinating: Emergency Operations Center - Situational Assessment</b>	
<b>Overall Actions Assigned to Situational Assessment Section Coordinator</b>	
<i>Preparedness (Pre-Event) Actions for Situational Assessment Section Coordinator</i>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support EOC.
2	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
3	Support the maintenance of resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
4	Help develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Participate in emergency management exercises and training.
<b>Overall Actions Assigned to Situational Assessment Section Coordinator</b>	
<i>Response (During Event) Actions for Situational Assessment Section Coordinator</i>	
1	Provide a representative(s) to the County EOC, when requested.
2	Provide field support for emergency responders at the scene.
3	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means as requested.
4	Participate in developing EOC briefings, incident support plans, situation reports and meetings to support ESF 5.
5	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
6	Document actions, activities and decisions via WebEOC and other means.
7	Work with the other members of the EOCR team to set priorities and assign resources.
8	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
9	Maintain situational awareness of additional threats and risks
10	Support public messaging



<b>Overall Actions Assigned to Situational Assessment Section Coordinator</b>	
<i>Recovery (Post Event) Actions for Situational Assessment Section Coordinator</i>	
1	Continue to perform tasks necessary for recovery operations.
2	Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
<b>Overall Actions Assigned to Situational Assessment Section Coordinator</b>	
<i>Mitigation Actions for Situational Assessment Section Coordinator</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.

<b>Coordinating: Emergency Operations Center – Planning Support</b>	
<b>Overall Actions Assigned to Planning Support Section Coordinator</b>	
<i>Preparedness (Pre-Event) Actions for Planning Support Section Coordinator</i>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support EOC.
2	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
3	Support the maintenance of resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
4	Help develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Participate in emergency management exercises and training.
<b>Overall Actions Assigned to Planning Support Section Coordinator</b>	
<i>Response (During Event) Actions for Planning Support Section Coordinator</i>	
1	Provide a representative(s) to the County EOC, when requested.
2	Provide field support for emergency responders at the scene.
3	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means as requested.
4	Participate in developing EOC briefings, incident support plans, situation reports and meetings to support ESF 5.
5	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
6	Document actions, activities and decisions via WebEOC and other means.



7	Work with the other members of the EOCR team to set priorities and assign resources.
8	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
9	Maintain situational awareness of additional threats and risks
10	Develop of Incident Support Plan and assist EOC Support Section to determine needs for additional resources.
<b>Overall Actions Assigned to Planning Support Section Coordinator</b>	
<i>Recovery (Post Event) Actions for Planning Support Section Coordinator</i>	
1	Continue to perform tasks necessary for recovery operations.
2	Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
<b>Overall Actions Assigned to Planning Support Section Coordinator</b>	
<i>Mitigation Actions for Planning Support Section Coordinator</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.

<b>Coordinating: Emergency Operations Center – EOC Support</b>	
<b>Overall Actions Assigned to EOC Support Section Coordinator</b>	
<i>Preparedness (Pre-Event) Actions for EOC Support Section Coordinator</i>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support EOC.
2	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
3	Support the maintenance of resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
4	Help develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Participate in emergency management exercises and training.



<b>Overall Actions Assigned to EOC Support Section Coordinator</b>	
<i>Response (During Event) Actions for EOC Support Section Coordinator</i>	
1	Provide a representative(s) to the County EOC, when requested.
2	Provide field support for emergency responders at the scene.
3	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means as requested.
4	Participate in developing EOC briefings, incident support plans, situation reports and meetings to support ESF 5.
5	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
6	Document actions, activities and decisions via WebEOC and other means.
7	Work with the other members of the EOCR team to set priorities and assign resources.
8	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
9	Maintain situational awareness of additional threats and risks
10	Ensure all communications, IT, administrative processes, general services and staff support are up and running.
11	Ensure there is food, sleeping arrangements, facility management and develop staffing plans.
<b>Overall Actions Assigned to EOC Support Section Coordinator</b>	
<i>Recovery (Post Event) Actions for EOC Support Section Coordinator</i>	
1	Continue to perform tasks necessary for recovery operations.
2	Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
<b>Overall Actions Assigned to EOC Support Section Coordinator</b>	
<i>Mitigation Actions for EOC Support Section Coordinator</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.



<b>Coordinating: Emergency Operations Center – Finance/Admin</b>	
<b>Overall Actions Assigned to Finance / Admin Section Coordinator</b>	
<i>Preparedness (Pre-Event) Actions for Finance/Admin Section Coordinator</i>	
1	Develop applicable standard operating procedures, guidelines and/or checklists detailing the actions of their assigned functions to support EOC.
2	Train personnel on EOC operation, the Incident Command System (ICS), the National Incident Management System (NIMS), the County Emergency Operations Plan (CEOP) and WebEOC.
3	Support the maintenance of resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
4	Help develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Participate in emergency management exercises and training.
<b>Overall Actions Assigned to Finance / Admin Section Coordinator</b>	
<i>Response (During Event) Actions for Finance/Admin Section Coordinator</i>	
1	Provide a representative(s) to the County EOC, when requested.
2	Provide field support for emergency responders at the scene.
3	Collect, process, and disseminate information to and from the EOC, utilizing WebEOC and other means as requested.
4	Participate in developing EOC briefings, incident support plans, situation reports and meetings to support ESF 5.
5	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
6	Document actions, activities and decisions via WebEOC and other means.
7	Work with the other members of the EOCR team to set priorities and assign resources.
8	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
9	Maintain situational awareness of additional threats and risks
10	Combine situational awareness, EOC support and other functions on purchasing mandates and budgeting needs.
11	Provide resources and operational support for the EOC Director
12	Stand up a Resource Unit to track; documentation, ordering resources, storage and deliveries, budgets and resource tracking.
13	Organizational and functional representatives: vendors, subject matter experts (SME) and public/private partners.



<b>Overall Actions Assigned to Finance / Admin Section Coordinator</b>	
<i>Recovery (Post Event) Actions for Finance/Admin Section Coordinator</i>	
1	Continue to perform tasks necessary for recovery operations.
2	Demobilize and return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
4	Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work from daily work.
5	Provide ongoing status reports as requested by the ESF 5 Coordinator, Emergency Management or senior leadership.
<b>Overall Actions Assigned to Finance / Admin Section Coordinator</b>	
<i>Mitigation Actions for Finance/Admin Section Coordinator</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Participate in the hazard identification process and identify and correct vulnerabilities.

<b>Primary: City of Bonner Springs</b>	
<i>Preparedness (Pre-Event) Actions for City of Bonner Springs</i>	
1	Actions assigned to all ESF partners.
<i>Response (During Event) Actions for City of Bonner Springs</i>	
1	Actions assigned to all ESF partners.
2	Activate local DOC/EOC as warranted
3	If conditions warrant, declare a local emergency.
4	Send a representative/liaison to the EOC.
<i>Recovery (Post Event) Actions for City of Bonner Springs</i>	
1	Actions assigned to all ESF partners.
2	Send a representative/liaison to the EOC.
<i>Mitigation Actions for City of Bonner Springs</i>	
1	Actions assigned to all ESF partners.

<b>Primary: City of Edwardsville</b>	
<i>Preparedness (Pre-Event) Actions for City of Edwardsville</i>	
1	Actions assigned to all ESF partners.
<i>Response (During Event) Actions for City of Edwardsville</i>	
1	Actions assigned to all ESF partners.
2	Activate local DOC/EOC as warranted
3	If conditions warrant, declare a local emergency.
4	Send a representative/liaison to the EOC.
<i>Recovery (Post Event) Actions for City of Edwardsville</i>	
1	Actions assigned to all ESF partners.



2	Send a representative/liason to the EOC.
<b>Mitigation Actions for City of Edwardsville</b>	
1	Actions assigned to all ESF partners.

<b>Primary: Unified Government Office of the County Administrator</b>	
<b>Preparedness (Pre-Event) Actions for Unified Government Office of the County Administrator</b>	
1	Actions assigned to all ESF partners.
<b>Response (During Event) Actions for Unified Government Office of the County Administrator</b>	
1	Actions assigned to all ESF partners.
2	Act as EOC Director.
<b>Recovery (Post Event) Actions for Unified Government Office of the County Administrator</b>	
1	Actions assigned to all ESF partners.
2	Act as EOC Director.
<b>Mitigation Actions for Unified Government Office of the County Administrator</b>	
1	Actions assigned to all ESF partners.

<b>Primary: Unified Government Department Of Technology Services</b>	
<b>Preparedness (Pre-Event) Actions for Unified Government Department of Technology Services</b>	
1	Actions assigned to all ESF partners.
2	Maintain adequate redundant system equipment and capabilities to serve a fully staffed EOC.
3	Assess and develop solutions for the technology needs of a fully staffed and functioning EOC in conjunction with the EOC Data and Technology Coordinator.
4	Prepare the 311 service to become one of the primary sources of information to the public. This will include the possibility adding operational hours, additional staffing and data collection.
5	Develop backup service plans for all response partners.
<b>Response (During Event) Actions for Unified Government Department of Technology Services</b>	
1	Actions assigned to all ESF partners.
2	Provide staffing in the EOC to support the technology needs of the EOC.
3	Provide technology support for operations outside the EOC, i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.



4	Staff and activate the 311 service to become one of the primary sources of information to the public. This will include the possibility adding operational hours, additional staffing and data collection.
5	Facilitate the installation of TV/Cable service in the external operational locations.
<b>Recovery (Post Event) Actions for Unified Government Department of Technology Services</b>	
1	Actions assigned to all ESF partners.
2	Support the technology needs of the EOC
3	Provide technology support for operations outside the EOC, i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
4	Staff and activate the 311 service to continue as the primary sources of information to the public. This will include the possibility adding operational hours, additional staffing and data collection.
<b>Mitigation Actions for Unified Government Department of Technology Services</b>	
1	Actions assigned to all ESF partners.

<b>Support: Kansas Division of Emergency Management</b>	
<b>Preparedness (Pre-Event) Actions for Kansas Division of Emergency Management</b>	
1	Actions assigned to all ESF partners.
2	Provide overall coordination and support through all phases of emergency management.
3	Provide 24-hour coverage of natural and technological event reporting lines.
4	Identify and train staff to support the ESF 5 positions.
5	Consistent with NIMS, incorporate ESF 5 plans and procedures into exercises that will be conducted at the state level.
6	Establish, staff, and train damage assessment teams.
7	Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics and critical county data (e.g. shelter capacity, evacuation routes, etc.).
<b>Response (During Event) Actions for Kansas Division of Emergency Management</b>	
1	Actions assigned to all ESF partners.
2	Develop and disseminate meteorological forecasts, to include impacts on current disaster operations.
3	Activate and maintain a SEOC for disaster operations.
4	During any incident, contact affected counties by phone or radio at least once daily, in compliance with the AGD's internal policy.



5	Coordinate future planning efforts, in conjunction with the ESFs, to anticipate future resource and mission requests.
6	Provide and update pertinent event information on the KDEM website.
7	Coordinate telecommunications contact with county governments to include: <ul style="list-style-type: none"> <li>• Providing information in support of incident.</li> <li>• Monitoring of conference calls and development of summary for distribution.</li> <li>• Rapid damage reports and future resource needs</li> </ul>
8	Develop and disseminate event information through, Incident Action Plans (IAPs), situation reports, and executive briefings.
9	Coordinate the development of a common operating picture for disaster operations.
10	Acquire, analyze, and disseminate information and intelligence on disasters and their impacts to establish operational and logistical objectives and priorities.
11	Evaluate resource capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of state and federal assistance that is needed.
12	Communicate estimated resource shortfalls to FEMA region VII.
13	In the case of a foreseeable event impact, set up the status boards, obtain data or studies and electronic files, and staff ESF 5. Initiate contact with the media through ESF 15, and establish contact with FEMA region VII.
14	Use estimates from HAZUS-MH on nature and scope of the hazard, including area of potential hazard impacts, population at risk, estimates of damage and loss of functionality to essential facilities, and other essential elements.
15	Use disaster intelligence in preparation of Incident Action Plans that set forth operational objectives for each operational period for the State.
16	Coordinate EMAC deployments to other states and EMAC deployments for assistance within the state.



<b>Recovery (Post Event) Actions for Kansas Division of Emergency Management</b>	
1	Actions assigned to all ESF partners.
2	Coordinate county rapid damage assessment conference call to determine need for preliminary damage assessment.
3	Coordinate preliminary damage assessments to include team construction, scheduling, and analyzing data.
4	Coordinate and make recommendations to the governor to request presidential disaster declaration.
5	Coordinate state representation at possible state field operation locations.
6	Administer disaster recovery grants (IA, PA, and HMGP).
7	Develop incident recovery plan to include: <ul style="list-style-type: none"> <li>• Building inspection requirements and priorities</li> <li>• Emergency and temporary housing issues</li> <li>• Business impacts (direct and indirect)</li> <li>• Debris management</li> <li>• Route clearance</li> <li>• Utilities restoration</li> </ul>
<b>Mitigation Actions Kansas Division of Emergency Management</b>	
1	Actions assigned to all ESF partners.
2	Develop and submit the state hazard mitigation in coordination with the KHMT.
3	Review and submit local hazard mitigation plans to FEMA VII for approval.
4	Coordinate state hazard mitigation meetings in accordance with CEPR charter; and
5	Administer pre-and post-disaster mitigation programs.

**Support: Unified Government Legal Department**

<b>Preparedness (Pre-Event) Actions for Unified Government Legal Department</b>	
1	Actions assigned to all ESF partners.
2	Review plans, policies and procedures for compliance with State and Federal statutes and regulations including but not limited to: Stafford Act, CFRs, KARs, ADA, etc.
<b>Response (During Event) Actions for Unified Government Legal Department</b>	
1	Actions assigned to all ESF partners.
2	Provide staffing to offer consult and guidance during response operations
3	Coordinate with the UG Policy Group and Emergency Management regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.



<b>Recovery (Post Event) Actions for Unified Government Legal Department</b>	
1	Actions assigned to all ESF partners.
2	Provide staffing to offer consult and guidance during recovery operations
3	Coordinate with the UG Policy Group and Emergency Management regarding suspension and/or waiver of specific regulatory requirements for the duration of the response/recovery.
<b>Mitigation Actions for Unified Government Legal</b>	
1	Actions assigned to all ESF partners.

<b>Support: Unified Government Public Works - Building and Logistics Division</b>	
<b>Preparedness (Pre-Event) Actions for Unified Government Public Works - Building and Logistics Division</b>	
1	Actions assigned to all ESF partners.
2	Maintain a stockpile of supplies to support a 24/7 operation
3	Maintain a roster of staff willing to support a 24/7 operation
4	Prepare to support and maintain the physical structure of the EOC and other external facilities as needed. Including but not limited to appropriate HVAC.
5	Work with Parking Control to develop a parking plan for the EOC
<b>Response (During Event) Actions for Unified Government Public Works - Building and Logistics Division</b>	
1	Actions assigned to all ESF partners.
2	Provide staffing for janitorial and building support on a 24/7 basis while the EOC is in operation 24/7
3	Help identify and support development of external facilities such as: i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
4	Work with Parking Control to maintain adequate parking for 24/7 EOC operations
5	Evaluate the damage to UG structures and develop alternate sites of operations as required.
<b>Recovery (Post Event) Actions for Unified Government Public Works - Building and Logistics Division</b>	
1	Actions assigned to all ESF partners.
2	Support external facilities such as: i.e. Multi Agency Resource Coordination, Multi Agency Coordination Center, Staging areas, Points Of Distribution, Volunteer Reception Centers, etc.
3	Provide additional janitorial resources to support EOC operations



<b>Mitigation Actions for Unified Government Public Works - Building and Logistics Division</b>	
1	Actions assigned to all ESF partners.
2	Identify opportunities to harden UG facilities from the impacts of natural and man-made disasters

<b>Support: Wyandotte County Public Health Department</b>	
<b>Preparedness (Pre-Event) Actions for Wyandotte County Public Health Department</b>	
1	Will assist in emergency preparedness in non ESF 8 incidents
<b>Response (During Event) Actions for Wyandotte County Public Health Department</b>	
1	Available to offer additional space in support of the EOC or a second choice for a backup EOC if needed



## 4 REFERENCES/ADDENDUMS

The following reference documents are available from Wyandotte County Emergency Management:

- [Region L Multi-Jurisdictional Hazard Mitigation Plan, 2019 - 2024](#)
- [MARC Regional Coordination Guide ESF 5](#)

The following documents are addendums to this ESF:

- EOC Staffing Roster and Emergency Management Contacts (Addendum 1)
- EOC Organizational Chart (Addendum 2)
- EOC Seating Locations (Addendum 3)
- Local Emergency Declaration Form (Addendum 4)
- Resource Continuum Illustration (Addendum 5)
- EOC Checklist (Addendum 6)
- Information Flow Chart (Addendum 7)
- Planning P (2018) (Addendum 8)