

# Butler County, Kansas Emergency Operations Plan



**November 2016**

**NOTICE:** The Emergency Support Function (ESF) annexes referenced in the Basic Plan contain information pertaining to the deployment, mobilization, and tactical operations of Butler County in response to emergencies. They are exempt from public disclosure under Kansas state law.

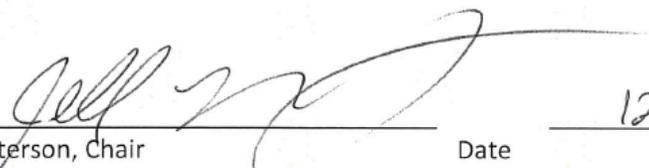
## Butler County, Kansas Emergency Operations Plan Promulgation Statement

A primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved. As part of the effort to save lives and protect property, Kansas Statute 48-929 requires the development and ongoing maintenance of a County Emergency Operations Plan.

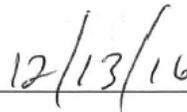
The Butler County Emergency Operations Plan provides a comprehensive framework for county-wide emergency management. It addresses the roles and responsibilities of elected and appointed officials, administrative personnel, various government departments, and private and volunteer agencies, all of whom may be required to function in a coordinated and integrated fashion to address disasters and emergencies in Butler County.

The Butler County Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

As Chairman of the Board of County Commissioners of Butler County, I endorse this Plan and direct all personnel involved to assume the roles and responsibilities and take the appropriate actions as spelled out herein.

  
\_\_\_\_\_  
Jeff Masterson, Chair  
Board of County Commissioners  
Butler County, Kansas

Date

  
\_\_\_\_\_  
12/13/16

**Butler County, Kansas Emergency Operations Plan**  
Record of Changes

Date of Change(s)	Affected Annex	Page(s)	Summary of Change(s)	Change(s) Made By

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# BASIC PLAN

## 1.0 Preface

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### 1.1 Acknowledgements

Butler County would like to thank all of the departments, agencies, and organizations that participated in the development of this plan.

### 1.2 Approval and Implementation

The Butler County Emergency Operations Plan (EOP) describes the management and coordination of resources and personnel during disasters and other major emergencies impacting the communities and citizens of Butler County. Representatives of those organizations and agencies with key roles during these disasters and emergencies actively participated in the development of this plan. The identified primary and support agencies for each Emergency Support Function (ESF) are responsible for reviewing and preparing to implement their respective functions.

This plan supersedes the 2011 Butler County Emergency Operations Plan. It follows the Kansas Planning Standards (planning guidance from the Kansas Division of Emergency Management), as well FEMA's Comprehensive Preparedness Guide (CPG) 101 Version 2.0. It also reflects lessons learned from training and exercises and actual disasters and emergencies. Additionally, this plan incorporates the National Incident Management System's (NIMS) concepts and guidelines.

### 1.3 Distribution and Concurrence

Upon approval by the State of Kansas and promulgation by the Butler County Board of County Commissioners, the plan will be distributed to all organizations and entities with defined roles and responsibilities in the plan. Receipt of the plan, as well as departmental and organizational concurrence, will be indicated on a signature page.

### 1.4 Plan Development and Maintenance

This plan will be reviewed on an annual basis or after an actual event, and any needed updates and/or changes identified during those reviews will be made and distributed to the impacted agencies. Butler County Emergency Management will coordinate plan reviews with the stakeholder organizations and is authorized by the Butler County Board of County Commissioners to make such changes to the plan. As dictated in the SARA Title III – Emergency Planning and Community Right to Know Act (Sec 303 of Public Law 99-499), the ESF-10 annex (Oil and Hazardous Materials Response) must be reviewed annually by the Local Emergency Planning Committee (LEPC).

The Butler County Emergency Operations plan in its entirety will undergo a major review and revision and be re-submitted to the State of Kansas every five years, a schedule established by the Kansas Division of Emergency Management under the provisions of KSA 48-928 and KSA 48-929.

Butler County Emergency Management will provide electronic copies to all organizations and entities with defined roles in the plan and will also maintain a hard copy of the plan at its office. The public will have the opportunity to view the Basic Plan portion of the document at that location.

## 2.0 Introduction

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### 2.1 Purpose

The purpose of this EOP is to establish a comprehensive, countywide, all-hazards approach to emergency management activities in Butler County, including prevention, preparedness, response, and recovery. It provides the framework for governmental, non-governmental, and private organizations to work together before, during, and after a disaster to preserve life, infrastructure and property in Butler County.

### 2.2 Scope

This plan addresses emergency operations in a disaster or other major emergency, rather than day-to-day operations. Participating organizations have their own Standard Operating Guidelines (SOGs) in place to address their normal operations. This plan discusses such topics and actions as: communications and warning systems, evacuation and shelter operations, deployment of resources, and post-disaster recovery efforts. An Emergency Support Function (ESF) planning model has been used, which separates out types of assistance and associated roles and responsibilities across 15 functional groups. A lead agency or organization has been designated for each Emergency Support Function, or ESF, based on its authorities, resources or capabilities in that functional area.

### 2.3 Planning Assumptions

The preparation of the EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include the following statements.

- Emergency management involves the whole community, incorporating all stakeholders and taking into consideration all threats or hazards that may potentially impact the jurisdiction.
- All referenced organizations and agencies participated in the development of this plan and 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. Butler 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.
- In major and catastrophic disaster, the Butler County EOC will become the central coordination point for county response and recovery activities.

## 2.4 Authorities and References

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of emergency management.

### COUNTY

- **Butler County Resolution No. 91-905** (June 1991), established the Butler County Emergency Preparedness organization and defined the position of the Emergency Preparedness Coordinator. The department's name was updated by resolution in 1993 and 2003 (No 93-977 and 03-17) and is currently known as the Butler County Department of Emergency Management and Homeland Security.
- **Butler County Resolution No. 09-43** (October 2009) formally declared Butler County's continuing commitment to meeting the minimum standards of KAR 56-2-2 with regards to staffing, support and operations of the Butler County Emergency Management department.
- **Butler County Resolution No. 05-51** (October 2005), established the National Incident Management System (NIMS) as the system to be used for planning, responding, recovery and mitigating from both natural and manmade disasters within the county.
- **Butler County Resolution No. 94-036** (August 1994) provides for the recovery of expenses incurred in an emergency action in response to the release or threatened release of hazardous materials.
- **Butler County Resolution No. 96-017** (April 1996), established a policy of Butler County to provide assistance to other counties, cities, and townships within Kansas pursuant to K.S.A. 12-16, 117.
- **Butler County Resolution No. 99-25** (March 1999) designated the Director of Butler County Emergency Management as the Hazard Mitigation Officer for Butler County.

### STATE

- **Kansas Statutes Annotated (KSA), 48-9a01**: This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows States to assist one another during

emergencies. EMAC establishes a firm legal foundation for States to send assistance to, and receive assistance from other States.

- **KSA 48-904 through 48-958: as amended**, established the duties, roles and responsibilities for emergency management within the State, and established basic requirements for counties to establish and maintain emergency management programs. It outlined the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), and established the powers and authorities of the Governor, State and local officials to deal with emergencies/disasters before, during and after their occurrence.
- **KSA 48-950 through 48-958 (2006)**, this specific section of the above-mentioned statutes created a statewide mutual aid system, streamlined and improved on the process for providing aid and assistance between intrastate jurisdictions. All political subdivisions in the state were automatically part of the system unless they chose to opt out.
- **KSA 65-5701 through 65-5730**, implemented the principles of SARA, Title III at the state level. It defined the HAZMAT roles and responsibilities of State agencies, made counties HAZMAT emergency planning districts and established a Local Emergency Planning Committee (LEPC) in each County.
- **Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2**, defined the requirements of local emergency management agencies. It established the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of County emergency management directors/coordinators.
- **The Kansas Planning Standards (KPS)** are intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- **Kansas Response Plan** is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.
- **State of Kansas Executive Order 05-03** designated the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

#### **FEDERAL**

- **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).
- **Presidential Policy Directive (PPD) – 8: National Preparedness.** This 2011 directive established the National Preparedness Goal and the National Preparedness System, aimed at strengthening the security and resilience of the country through systematic preparation for potentially significant threats to the nation.

- **National Incident Management System (NIMS)** is 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**, 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**, provided the authority for the provisioning of disaster relief and assistance by the Federal government. It also established 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 implemented the Stafford Act and delineated the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other Federal agencies, and further defined the role of state and local government in the Emergency Management structure.
- **Public Law 106-390, Disaster Mitigation Act 2000** amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **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 outlined 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** significantly reorganized FEMA, providing new authorities to remedy gaps in responses and including a more robust preparedness missions for the organization.
- **Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308** amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that state and local emergency preparedness plans address the needs of individuals with household pets and service animals in a disaster.

## 3.0 Roles and Responsibilities

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### 3.1 Jurisdictional Roles and Responsibilities

The emergency management process involves all levels of government, as well as a wide variety of other stakeholder agencies and organizations. Each has its own specific part to play in the process, based on capabilities, resources, authorities, and/or mandates. The following summarizes the primary roles and responsibilities of each of these entities:

#### Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing 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.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.

#### State Government

As the state's Chief Executive, the Governor is responsible for the public safety and welfare of the people of Kansas. The Governor:

- Is responsible for coordinating state resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Kansas.
- Encourages participation in mutual aid and implements authorities for the state to enter into mutual aid agreements with other states, tribes, and territories to facilitate resource-sharing.

- Is the Commander-in-Chief of state military forces (National Guard, when in State Active Duty or Title 32 Status, and the authorized state militias).
- Requests federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Kansas Division of Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

### County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within Butler County to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Butler County departments have specific responsibilities during disasters and/or during EOC activations. The everyday organizational structure of Butler County government remains in effect during disaster situations; however, certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

### 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. At a minimum, cities should

establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- Appoint a qualified person to serve as the primary emergency management point of contact between the city and the county and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, and recovery).
- Provide Butler County Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Butler County's overall damage assessment process.
- Ensure that Butler County Emergency Management is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Butler County EOC.
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Butler County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Butler County.

#### **Special Districts**

Special districts (such as the Butler County Conservation District and the Rural Water Districts) are responsible for establishing liaisons with Butler County and its organizations to support emergency management capabilities. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

#### **Private Sector**

It is encouraged that members of the private sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- 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.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

#### Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

#### Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. They have a state mandate to maintain their own emergency operations plans.

#### School Districts

School districts are responsible for the safety and well-being of students, staff and visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

#### Citizens

In the “whole community” approach to planning and preparedness, the emergency management cycle is not just a function of government. Citizens, from school children to senior citizens, are encouraged to take an active part in the process. Their roles in personal preparedness include such things as creating family plans, building emergency kits, and performing mitigation projects around the home. Most importantly, though, citizens are encouraged to build their disaster resilience through education and information.

#### Legal Affairs

Butler County contracts with a local attorney for legal counsel services. The county counselor provides legal advice and guidance to emergency management and the Butler County Board of Commissioners on all emergency management issues and concerns.

### **3.2 Emergency Support Function (ESF) Roles and Responsibilities**

The Butler County EOP is organized into a Basic Plan and fifteen (15) Emergency Support Functions (ESF) – unique annexes that support the plan. These annexes provide a framework for coordinating and executing emergency management functions, identifying and assigning specific roles and responsibilities in the areas listed below. For each ESF, a Coordinating Agency is identified, as are Primary and Support Agencies.

**Table 1: ESFs and Coordinating Agencies**

<b>Emergency Support Function</b>	<b>ESF Coordinating Agency</b>
ESF-1: Transportation	Butler County Emergency Management
ESF-2: Communications	Butler County Emergency Communications
ESF-3: Public Works and Engineering	Butler County Engineer's Office
ESF-4: Firefighting	Butler County Fire Chiefs Association
ESF-5: Emergency Management	Butler County Emergency Management
ESF-6: Mass Care, Housing and Human Services	Butler County Emergency Management Services
ESF-7: Resource Support	Butler County Emergency Management
ESF-8: Public Health and Medical Services	Butler County Health Department
ESF-9: Search and Rescue	Butler County Emergency Management
ESF-10: Oil and Hazardous Materials Response	Butler County Local Emergency Planning Committee (LEPC)
ESF-11: Agriculture and Natural Resources	K-State Research and Extension – Butler County
ESF-12: Energy and Utilities	Butler County Emergency Management
ESF-13: Public Safety and Security	Butler County Sheriff's Office
ESF-14: Long Term Community Recovery	Butler County Emergency Management
ESF-15: External Affairs and Emergency Public Information	Butler County Administration

### ESF Coordinating Agency

The ESF coordinator is the agency/organization with coordination responsibilities for the assigned ESF throughout the preparedness, response, and recovery phases of incident management.

Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning activities.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings to review and update the annex to the plan.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.

### ESF 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:

- Supporting the ESF coordinator and working closely with the other primary and support agencies.
- Providing staff for the operations at fixed and field facilities.
- Notifying and requesting assistance from support agencies.

- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Participate in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel who are ready and able to complete assigned tasks and responsibilities.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

### ESF Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the responsibilities of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested, consistent with their own authority and resources.
- Participating in planning for short- and long-term incident management and recovery operations, as well as the development of operational plans, SOPs, checklists, or other job aids.
- Assisting in situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel who are ready and able to complete assigned tasks and responsibilities
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats

## 4.0 Situation Overview

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### 4.1 Geography, Jurisdictions and Demographics

Located in south-central Kansas, Butler County is geographically the largest county in the state, covering 1,446 square miles. It is situated directly east of Sedgwick County and is considered part of the Wichita Metropolitan Statistical Area (MSA). Butler County's landscape includes a large amount of pastureland which is part of east-central Kansas' "Flint Hills." Known for its thin, rocky soil and expansive areas of grassland, the Flint Hills lay claim to the world's largest concentration of remaining tallgrass prairie. This area is extremely desirable for grazing cattle, with thousands of head of cattle imported into the state every year to graze on its slopes. Situated in the center of the county is the jurisdiction's largest water feature: the El Dorado Lake. This lake, which is bordered by the El Dorado State Park, as well as a large earthen dam, is a US Army Corp of Engineers reservoir. In addition to providing a rich recreational environment, it also provides drinking water for the City of El Dorado, the City of Augusta, and other downstream communities.

Despite bordering a major metropolitan area, Butler County contains a broad mix of urban and rural, agricultural areas. Much of the population is distributed across its thirteen (13) incorporated cities, with the largest concentrations in El Dorado, Andover, and Augusta. The western half of the county, which borders Wichita, is the more heavily populated, containing a higher concentration of business and industry as well. The eastern half of the jurisdiction boasts a strong ranching and farming industry. In addition to its cities, the county is further subdivided into twenty-nine (29) townships, fifteen (15) fire districts, eleven (11) watershed districts, and nine (9) unified school districts. Butler County is governed by a five-member Board of County Commissioners, and the county seat is situated near the center of the jurisdiction, in the city of El Dorado.

As of the 2010 census, the population of the county was 65,880. The US Census Bureau estimated the 2015 population at 66,741, further projecting that 14.3% of the county's 2015 population was over the age of 65, while 25.8% was under the age of 18. Additionally, 9% of the population under the age of 65 was estimated to be living with a disability. The Census Bureau reported that 89.3% of the jurisdiction's population was white in 2015, 4.7% was Hispanic or Latino, and 2.1% was black.

### 4.2 Economy

According to the United States census data, the median household income in the county in 2014 was estimated at \$57,474, with the per capita income for the previous 12 months estimated at \$27,431. As of the Bureau of Labor Statistics' December 2015 calculations, the unemployment rate was sitting at 4.0%. Additionally, the 2010-2014 American Community Survey 5-year estimates reported that 9.3% of Butler County residents were living below the poverty line.

While many residents commute to work in the neighboring metro area (the Census Bureau noted that Butler County workers spent an average of 22 minutes traveling to work between 2010 and 2014), there are a wide variety of employment opportunities inside the county as well. Butler County continues its rich heritage as a ranching/farming community, especially in the northern and eastern segments of the jurisdiction. City and county government, as well as the school districts, provide numerous jobs across multiple Butler County communities. The oil and gas industry has a major presence in the area as well, most notably in the form of the HollyFrontier Refinery in El Dorado, one of the largest refineries in this part of the country, reporting a 135,000 barrel per day capacity. The medical profession is well represented, partially due to the two hospitals: Kansas Medical Center in Andover and Susan B. Allen Memorial Hospital

in El Dorado. According to a January 2014 EPS-HDT report, there were just under 32,000 jobs held in Butler County in 2011. In the data that was reviewed, 19.5% of the reported jobs were government employment, and 57.2% were classified as service industry jobs. Of the remaining positions, 4.6% were associated with farm work and 17% were found in the mining, manufacturing or construction fields.

### 4.3 Public Safety Capabilities

**Law Enforcement:** Of Butler County’s thirteen incorporated cities, six have their own law enforcement agencies. The cities of El Dorado, Andover, Benton, Leon, and Rose Hill all have traditional police departments, while the city of Augusta operates a Public Safety department (whose employees maintain dual roles as police officers and firefighters). The other seven cities and the unincorporated areas of the county are served by the Butler County Sheriff’s Office, which is headed up by an elected Sheriff who serves 4-year terms. Kansas Department of Wildlife and Parks officers provide law enforcement inside the El Dorado State Park, and Butler Community College maintains its own public safety department with sworn law enforcement officers.

In addition to law enforcement, investigation, and special operations (such as the SWAT team), the Butler County Sheriff’s Office is also responsible for the Butler County Detention Facility, a 230-bed adult facility located just east of El Dorado. Butler County is also home to a maximum-security Kansas Department of Corrections facility – the El Dorado Correctional Facility (EDCF) – located east of El Dorado on Highway 54.

**Fire Districts:** Butler County is served by 14 in-county fire departments and one Cowley County fire department. Of the 14 in-county departments, 10 are designated as “Butler County Fire Districts” (two of which are actually city-run departments). The remaining four departments are comprised of three city departments and one consolidated fire district. The fire departments are as follows:

- |                                      |   |
|--------------------------------------|---|
| Andover Fire Rescue (aka BCFD #1)    | BCFD #9 – Leon Fire                         |
| Augusta Dept of Safety (aka BCFD #2) | BCFD #10 – Burns Fire                       |
| BCFD #3 – Rose Hill Fire             | Cowley County Fire District #2 – Atlanta El |
| BCFD #4 – Cassoday Fire              | Dorado Fire Dept                            |
| BCFD #5 – Rosalia Fire               | Potwin Fire Dept                            |
| BCFD #6 – Latham Fire                | Towanda Fire Dept                           |
| BCFD #7 – Benton Fire                | Whitewater River Consolidated Fire Dept     |
| BCFD #8 – Douglass Fire              |   |

The El Dorado Fire Department maintains a team of hazardous materials technicians and has a contract with Butler County to serve as the county’s hazardous materials response team.

HollyFrontier Refinery also maintains a fire department at their facility in El Dorado and has agreed to assist Butler County departments with fire and hazardous materials responses as they are able and as requested.

Four of Butler County’s fire departments employ career firefighters, as well as maintaining an active roster of volunteer firefighters: Andover Fire Rescue, Augusta Dept of Safety, BCFD #3 – Rose Hill, and El Dorado Fire. The other fire departments are all volunteer departments.

**Emergency Medical Services:** Emergency medical services in Butler County are provided by a Type I third-service, county-run agency. Butler County EMS employs approximately 40 full and part-time personnel, staffing five ALS ambulances positioned across four cities on a 24/7 basis. Stations are located in El Dorado

(two ambulances), Augusta, Andover, and Rose Hill. Due to its proximity to the City of Newton in Harvey County, the far northwestern corner of the county receives its emergency medical care from Newton Fire/EMS.

The Butler County Rescue Squad, a volunteer organization headquartered out of BCEMS' El Dorado station, provides specialized and technical rescue capabilities, including water rescue.

Nearly all of the fire departments in Butler County participate in the county's EMST (Emergency Medical Services Team), rolling up under BCEMS' medical director and protocols. Personnel from these departments first respond alongside Butler County EMS to medical and trauma calls in their respective districts. Additionally, four departments (Andover, Augusta, Douglass, and Rose Hill) maintain rescue capabilities, with specialties that range from vehicle extrication to water rescue to trench rescue.

**Emergency Communications/911:** Two Butler County communities, Andover and Augusta, maintain standalone 911 centers, dispatching their own police and fire resources. The other 911 calls in the county are answered and the other public safety agencies (with one exception) are dispatched through the county's emergency communications center in El Dorado. The exception, Whitewater River Consolidated Fire in northwestern Butler County, is dispatched by Harvey County Emergency Communications.

The Butler County Emergency Communications is additionally responsible for managing Butler County's 800 MHz public safety radio system, which replaced the county's previous UHF system in 2011. All public safety agencies in the county, as well as a handful of other users (i.e. public works, school district transportation) utilize the 800 MHz system, which was built as a node off of the Kansas Department of Transportation's larger system.

**Emergency Management:** KSA 48-929 dictates that each county establish and maintain a disaster preparedness agency, responsible for all phases of emergency management and coordination of disaster response. Butler County maintains a standalone department, staffed by three full-time personnel, and supplemented by two volunteer cadres: the Community Emergency Response Team (CERT), and the Butler County Animal Response Team (BuCART). The Butler County Emergency Management department and the county EOC are located in the Public Safety building in Augusta.

#### 4.4 Education and Culture

At the primary and secondary level, Butler County has nine (9) unified school districts and two private schools. Those districts and institutions are as follows:

**Table 2: Butler County School Districts**

School District	Cities/Communities
USD 205 – Bluestem	Beaumont, Latham, Leon
USD 206 – Remington	Elbing, Potwin, Whitewater
USD 375 – Circle	Benton, El Dorado, Towanda
USD 385 – Andover	Andover
USD 394 – Rose Hill	Rose Hill
USD 396 – Douglass	Douglass
USD 402 – Augusta	Augusta

USD 490 – El Dorado	El Dorado
USD 492 - Flinthills	Cassoday, Rosalia
St James Catholic School	Augusta
Berean Academy	Elbing

The county also has one public, two-year college: Butler Community College. Within the county’s borders, the higher-education institution has campuses located in El Dorado and Andover, as well as a satellite facility attached to Rose Hill High School. In total, Butler Community College has 24 recognized learning sites and interacts with an estimated 13,000 students per year.

The 2010 census data reported that approximately 93% of the county’s population has at least a high school diploma, while an estimated 27.5% has achieved a bachelor’s degree or higher.

Butler County has numerous sites of historical and cultural significance across its communities. The following locations are currently listed on the National Register of Historic Places:

**Table 3: Butler County Historic Sites**

National Register Site Name	City / Community
Augusta Theater	Augusta
Amos Gish Building	El Dorado
Beaumont Hotel	Beaumont
Beaumont St. Louis and San Francisco Railroad Retention Pond	Beaumont
Beaumont St. Louis and San Francisco Railroad Water Tank	Beaumont
Butler County Courthouse	El Dorado
C.N. James Cabin	Augusta
Creed-Mills House	Douglass
Douglass Township Community Building	Douglass
El Dorado Carnegie Library	El Dorado
El Dorado Missouri Pacific Depot	El Dorado
James T. Oldham House	El Dorado
Little Walnut River Pratt Truss Bridge	Bloomington Township
Loomis-Parry House	Augusta
Muddy Creek Bridge	Douglass
Oak Lawn Farm Dairy Barn	Whitewater
Polecat Creek Bridge	Douglass
Towanda Masonic Lodge No. 30 AF and AM (Historical Museum)	Towanda
US Post Office – Augusta	Augusta
Viets Block	Augusta
Yingling Brother Auto Company	El Dorado

Additionally, there are a number of museums, libraries, parks and other locations that are part of the cultural, recreational and arts/humanities lives of Butler County’s communities.

**Table 4: Cultural, Art, Humanities and Recreation Sites**

Site Name	City / Community
13th Street Sports Park and Community Center	Andover
Andover Central Park	Andover
Andover Public Library	Andover
Andover Tornado Monument	Andover
Augusta City Lake	Augusta
Augusta Historical Museum	Augusta
Augusta Public Library	Augusta
Bradford Memorial Library	El Dorado
Butler County History and Kansas Oil Museum	El Dorado
Butler County State Fishing Lake	Latham
Coutts Museum of Art	El Dorado
Douglass Pioneer Museum	Douglass
Douglass Public Library	Douglass
East Park	El Dorado
El Dorado Baseball Hall of Fame & Museum	El Dorado
El Dorado Rotary Tornado Memorial	El Dorado
El Dorado State Park	El Dorado
Erman B. White Art Gallery	Butler Community College, El Dorado
Freedom Memorial at Butler County Courthouse	El Dorado
Garvin Park	Augusta
Infinity Art Glass	Benton
Iron Horse Concert Hall	El Dorado
Kansas Museum of Military History	Augusta
Leon Public Library	Leon
Prairie Rose Chuckwagon	Benton
Robert Shryock Park	Augusta
Rose Hill Historical Museum	Rose Hill
Rose Hill Public Library	Rose Hill
Santa Fe Lake	Augusta
Towanda Area Historical Museum	Towanda
Towanda Public Library	Towanda
Twisted Oz Motorcycle Museum	Augusta
Whitewater Memorial Library	Whitewater
WWII History Center	El Dorado

#### 4.5 Hazard and Vulnerability Analysis

While the planning process takes an all-hazards approach, considering all potential threats or hazards, it also recognizes that not all threats and hazards have the same likelihood or consequences. In completing a

hazard identification and vulnerability analysis, historical data is reviewed and then evaluated against the following factors:

1. The probability or frequency of a threat or hazard occurring
2. The anticipated magnitude or severity of an event
3. The expected amount of warning time before a threat or hazard strikes or impacts the county
4. The expected duration of the event

Using a weighted formula that incorporates all four factors (probability, magnitude, warning time, and duration), each potential threat or hazard is then assigned a Calculated Priority Risk Index (CPRI). A CPRI of 3.0 to 4.0 signifies a high planning significance, the 2.0 to 2.9 range reflects a moderate planning significance, while a CPRI less than 1.9 indicates a low planning significance. The 2014-2019 South Central Kansas Multi-Hazard, Multi-Jurisdictional Mitigation Plan reported the following rankings for Butler County's threats and hazards:

**Table 5: Butler County Hazard Rankings**

Threat/Hazard	CPRI	Planning Significance
Tornado	3.50	High
Extreme Temperature	3.45	High
Winter Storm	3.30	High
Hazardous Materials	3.20	High
Wind Storm	3.00	High
Wildfire	2.90	Moderate
Lightning	2.90	Moderate
Expansive Soil	2.85	Moderate
Soil, Erosion and Dust	2.85	Moderate
Utility / Infrastructure Failure	2.85	Moderate
Hailstorm	2.80	Moderate
Civil Disorder	2.55	Moderate
Terrorism, Agri-terrorism	2.35	Moderate
Earthquake	2.20	Moderate
Major Disease Outbreak	2.20	Moderate
Drought	1.90	Low
Flood	1.85	Low
Radiological	1.75	Low
Dam and Levee Failure	1.60	Low
Land Subsidence	1.45	Low
Landslide	1.45	Low
Agricultural Infestation	1.30	Low

Information on the county's critical facilities and infrastructure that have been identified as vulnerable to these hazards can be found in the 2014-2019 South Central Kansas Multi-Hazard, Multi-Jurisdictional Mitigation Plan.

#### 4.6 Capability Assessments

Currently capability assessments are performed regionally in Kansas. The capability assessment is performed through the Regional Homeland Security Council with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources.

#### 4.7 Vulnerable Populations

Butler County recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. Butler 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. These populations include children, individuals with disabilities, as well as those with functional or access needs. Many of these citizens require specialized resources to support their activities of daily living, to assist with communication, or for movement/evacuation. Unaccompanied minors require special consideration in mass care settings, which is addressed in shelter operations guidelines. For those individuals living in long-term care, skilled nursing, or other residential facilities, those facilities have primary responsibility to plan for the needs of their residents. If additional support is needed, Butler County emergency response agencies do have training and experience assisting individuals with disabilities and functional and access needs. In the case of a disaster, however, the best support may be to request assistance from regional and/or state partners. Before that aid arrives, the county will rely on Butler County EMS, mutual aid from surrounding EMS agencies, the Butler County Department on Aging, and the expertise of local hospitals and other care providers. Regional organizations such as the Major Emergency Response Group (MERGe – a deployable team that specializes in emergency medical response coordination) will be requested for large-scale operations involving vulnerable populations.

ESF Annexes within this plan outline or identify guidance to better assist supporting vulnerable needs populations. Specifically the following will be addressed in this EOP:

- |                                 |   |
|---------------------------------|---|
| • Notification                  | ESF -2: Communications                        |
| • Evacuation and Transportation | ESF-1: Transportation                         |
| • Sheltering                    | ESF-6: Mass Care, Housing, and Human Services |
| • First Aid and Medical Care    | ESF-8: Public Health and Medical Services     |
| • Temporary Lodging and Housing | ESF-6: Mass Care, Housing, and Human Services |
| • Recovery                      | ESF-14: Long-Term Community Recovery          |

## 5.0 Concept of Operations

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### 5.1 Normal vs. Emergency Operations

A basic premise of emergency planning is that incidents are generally best handled at the lowest jurisdictional level possible. Police, fire, public health, emergency medical services, emergency management, and other personnel are responsible for incident management at the local level under normal operating conditions. Accordingly, in order to protect life and property from the effects of emergencies, local government is responsible for the spectrum of emergency management activities: preparedness, response, recovery, and mitigation.

The individual organizations and agencies participating in this plan are understood to have their own Standard Operating Guidelines (SOGs) that cover the management of day-to-day operations. Butler County agencies and organizations use a variety of methods to maintain operational readiness including training and exercises, maintenance of plans and SOGs, development and maintenance of Memorandums of Understanding (MOUs), and monitoring of weather and other developing situations that may present a threat.

As an incident escalates, Butler County's Emergency Operations Plan will be activated, an action which may be initiated by one of the following personnel, in order of succession:

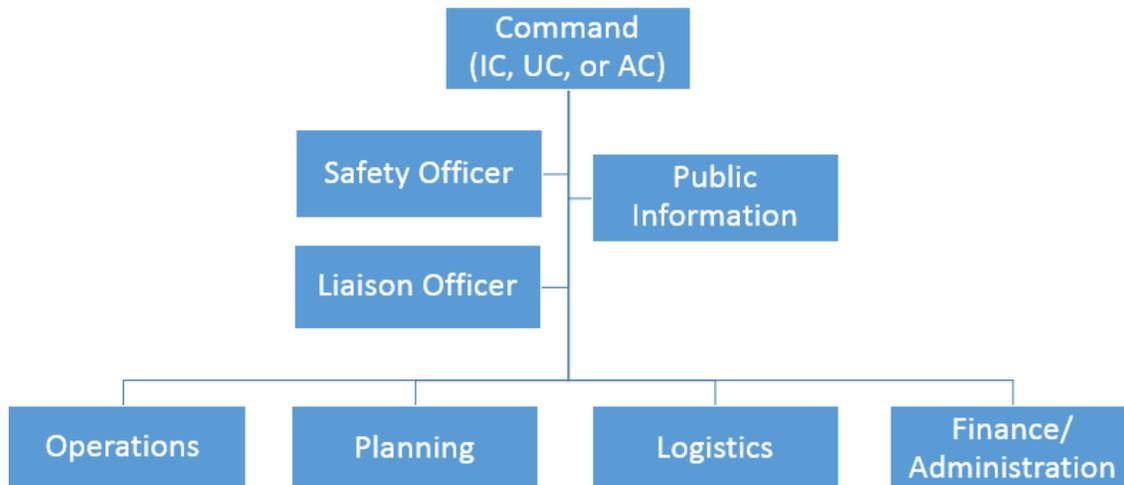
1. The Chair of the Butler County Board of County Commissioners
2. The Butler County Administrator or designee
3. The Butler County Emergency Management Director or designee

During emergency operations, Butler County will utilize all available resources from within the county, including voluntary, mutual aid, and private assets, before requesting other assistance. Once it has been documented that the emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions, regional resources, and the Kansas Division of Emergency Management (KDEM), as appropriate. Per KSA 48-932, the authority to proclaim a local state of disaster rests with the Chair of the Butler County Board of County Commissioners. Upon a Presidential disaster declaration, assistance as requested by the state may be provided through Federal Emergency Support Functions (ESFs) and/or other resources.

### 5.2 NIMS and ICS

Butler County, by resolution, 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.

The basic ICS structure initially identifies two levels of incident management: the Command Staff and the General Staff. The structure is then expandable from there to maintain an effective span of control. The Command Staff includes the Incident Commander, Public Information Officer, Safety Officer and Liaison Officer. The General Staff incorporates the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief and the Finance/Administration Section Chief.



**Figure 1: ICS Organizational Structure**

### 5.3 EOC Operations, Direction and Control

During emergency operations, the Butler County Board of County Commissioners delegates to the Butler County Emergency Management Director overall coordination authority for the incident. To effectively coordinate resources and response efforts during a major incident, the Butler County EOC will be activated according to Butler County Emergency Management’s EOC Standard Operating Guidelines. The EOC is located in the Department of Safety building at the following address:

Butler County Emergency Operations Center  
 2100 N. Ohio  
 Augusta, KS 67010

In the event that the incident threatens the safety and security of the primary Butler County EOC, the designated alternate location may be activated. This is located at the Butler County EMS administrative offices at 701 N. Haverhill Road in El Dorado.

The involved agencies, via the ESF structure, operate from the Butler County EOC, in support of incident operations. Notification of an EOC activation is managed through the Butler County Emergency Communications Center. The EOC may be partially or fully activated depending on the needs of the situation, and in consideration of the following possible criteria:

- A threat (or potential threat) increases the risk in Butler County
- Coordination of response activities are needed
- Resource coordination is needed to respond to an event
- Conditions are uncertain or could possibly escalate
- A county emergency/disaster declaration is made
- At the discretion of any of the individuals authorized to activate the EOC

Individuals authorized to activate the EOC include:

- The Butler County Emergency Management Director
- The Butler County Emergency Management Assistant Director
- The Butler County Administrator or designee
- A member of the Butler County Board of County Commissioners

During activation, the Butler County EOC provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. The level of staffing and the number of ESFs activated will depend on the requirements of the incident. Activation and staffing can occur at one of the following three levels:

- **Watch:** Conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Butler County EOC will be staffed by emergency management personnel.
- **Partial Activation:** Conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and core/essential ESFs are represented in the Butler County EOC.
- **Full Activation:** A disaster/emergency has occurred or is occurring that will require large-scale mutual aid and possibly State and Federal assistance in response and recovery. Emergency management personnel and all applicable ESFs are represented in the Butler County EOC.

When activated, the EOC's organizational structure will follow the principles of the Incident Command System (ICS) and the National Incident Management System (NIMS) using the following core components.

- **Executive Policy Group**  
Above the entire ICS structure is the executive policy group or agency with statutory authority to make policy decisions, commit resources, obligate funds, and obtain resources. During the response and upon declaration of a local state of emergency, the Butler County Board of County Commissioners has ultimate authority. Butler County Emergency Management reports directly to the County Administrator and serves as principal advisor to the Butler County Board of County Commissioners on emergency management and disaster issues.
- **Command / EOC Management**  
The Butler County Emergency Management Director (or designee), as appointed by the Butler County Board of County Commissioners, is responsible for overall disaster coordination, oversight of the EOC, coordination of public information (via the PIO and ESF-15), and liaison activities with state, federal, and other outside agencies.
- **Operations Section**  
The purpose of this section is to support field operations and coordinate countywide response activities. Operations is responsible for all activities focused on response to the immediate hazard, saving lives, establishing situational control and restoration of normal operations.

- **Planning Section**

The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

- **Logistics Section**

This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery.

- **Finance / Administration Section**

The finance section is responsible for the coordination of the financial planning, operations, and reporting services. This section is established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities. Butler County Administration, specifically the County Finance Officer/Assistant County Administrator has primary responsibility for this section.

### Incident Logistics

One of the primary missions of the EOC is to provide logistical support to the incident through coordination of resources and management of resource requests. As mentioned previously, local resources will be exhausted first, prior to requesting outside resources. The county's emergency response agencies have developed a solid working knowledge of each other's local capabilities (equipment, personnel, specialized training) over the course of their daily interactions/normal operations. Local resource information, as well as awareness of and information on regionally available resources and deployable teams, has also been assembled through the county's involvement in the following organizations: the Butler County LEPC, the Butler County Fire Chiefs Association, the Butler County Emergency Services Association (BCESA), the South Central Regional Homeland Security Council, the South Central Incident Management Team, and the Kansas Emergency Management Association.

Locally, Butler County has the capability to respond specialized equipment and personnel in numerous areas including, but not limited to: tactical incident communications, structural and grassland firefighting, search and rescue, hazardous materials response, emergency animal sheltering, spontaneous unaffiliated volunteer management, and incident accountability. Specifics are covered in the associated functional annexes to the EOP.

Staging areas and facilities used for logistical support will be selected based on proximity and best access/egress routes at the time. Landing zones for helicopters are also selected by the incident commander or LZ Coordinator at the time of need based on conditions, proximity and access/egress routes.

### **Escalating Logistical Support**

If the situation warrants, Butler County Emergency Management may activate mutual aid agreements with neighboring jurisdictions. They may also recommend that the Board of County Commissioners declare a local state of emergency and may make formal requests for state assistance. The process for pursuing assistance from the next jurisdictional level will flow as follows:

- When local municipal resources are committed, Butler County Emergency Management will coordinate assistance to satisfy resource needs.

- If the county requires additional assistance, it will call mutual aid from adjacent counties and regional resources.
- If assistance is required beyond the regional level, only the Butler County Emergency Management Director or his/her documented designee, is authorized to request resource support from the Kansas Division of Emergency Management.
- Kansas Division of Emergency Management 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 state.

#### **Private Agency/Contractor Logistical Support**

Numerous local vendors and contractors that can provide goods and services during disasters have been pre-identified by Butler County Emergency Management. Many of those have signed Disaster Resource Agreements, which are on file at the Emergency Management office. Local emergency services agencies also have known contractors/vendors that they have formed agreements with in their communities. These pre-identified contacts have the ability to provide items such as fuel, portable toilets, tire repair, and trucking/hauling services. Butler County can also make use of the state contracting website at <http://www.da.ks.gov/purch/Contracts> to identify state contracts that can be utilized by local jurisdictions.

#### **State Logistical Support**

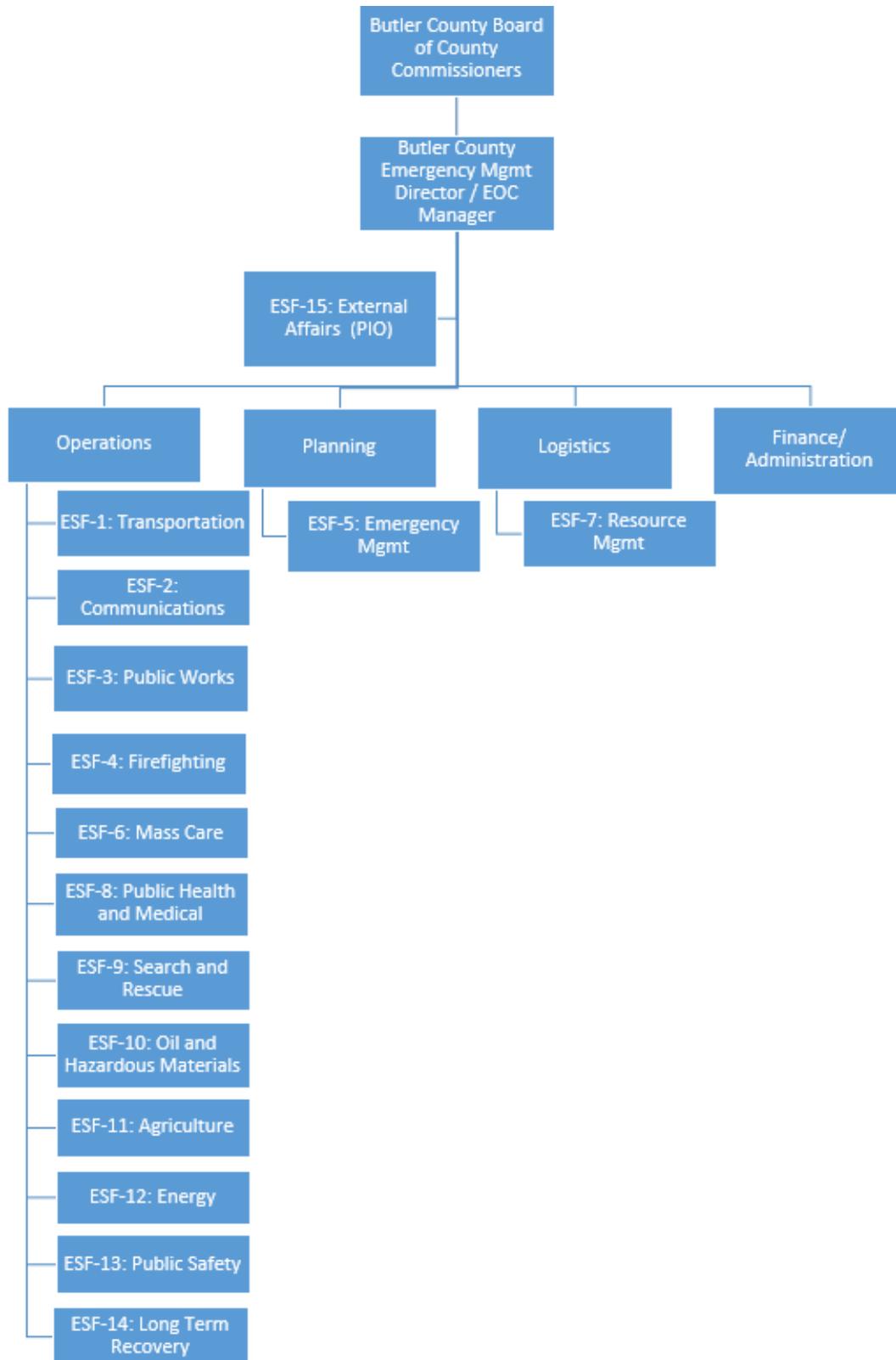
At the State level, the Kansas Adjutant General, or designee has the authority to make policy and commit State resources via the State of Kansas EOC. The Kansas Division of Emergency Management is responsible for the routine management and operation of the State of Kansas EOC. The State of Kansas EOC Manager may issue mission assignments to the State ESFs to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the State of Kansas EOC. In the event that federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government.

#### **Federal Logistical Support**

The National Response Framework provides the structure for the provision of federal assistance. Through the NRF, federal ESFs may establish direct liaison with Kansas ESF representatives in the State of Kansas EOC.

If the disaster is major or catastrophic, the Kansas Division of Emergency Management will contact the Federal Emergency Management Agency, Region VII, and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.



**Figure 2: Butler County EOC Organizational Structure**

## 5.4 Field Operations, Direction and Control

Field operations will also be managed through the Incident Command System. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Butler County EOC be activated to support the field operations.

Field operations will be under the direction and control of the Incident Commander and may involve the deployment and staging of personnel and resources in the impacted area. Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command (shared operational control) will be used to the extent possible, and as deemed necessary. An Area Command (AC) will be activated if an incident is not site specific (i.e. pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

The field operations command structure will maintain communications and coordination with the Butler County EOC at all times. Mission assignments and mutual aid assistance will all be tracked at the EOC.

## 5.5 Communications and Information Management

*ESF-2: Communications* provides information and guidance concerning available communications systems and methods in Butler County. *ESF-15: External Affairs and Emergency Public Information* provides information on the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster. Below is brief summary of the communication systems and notification methods used in Butler County.

### Communications Systems

The primary communications method for emergency services in Butler County is the county-wide 800 MHz public safety radio system. All emergency services agencies and all three emergency communications centers in the county use this system for their day-to-day operations, and are well-versed in using shared/common talkgroups for multi-agency responses. As Butler County's system was built as a node off of the larger Kansas Department of Transportation 800MHz radio system, Butler County can quickly and easily move between its own talkgroups and those on the state system. This streamlines interoperable communications with any responding mutual aid resources who also utilize or have access to the state communications system.

Butler County Emergency Communications is responsible for the support and upkeep of the county's radio system, as well as the associated redundant systems. In the event of a complete failure of the digital trunked radio system, Emergency Communications has standard operating guidelines in place to

guide the transition of public safety radio traffic from the primary system to one of the identified redundant systems.

In addition to the flexibility of accessing the state's talkgroups for mutual aid communications, the county also has other means of achieving interoperable communications with responding out-of-county agencies and resources. These include patches between UHF mutual aid frequencies and the county 800 system, access to the national mutual aid channels, and deployment of portable resources such as the regional tower trailers. The county's back-up systems and interoperable communications plans are covered in more detail in in ESF-2.

### **Incident Notification**

Initial notification of incidents at the local level is accomplished in a variety of ways, including public safety radio, paging systems, cell phones, television, radios, etc.

- Notification and dispatching of emergency response agencies will be the responsibility of the three emergency communications centers in the county and may use a combination of public safety radio announcements, activation of agency pagers, and text or Active911 alerts to cell phones.
- Butler County's EOC Standard Operating Guidelines include the notification list for an EOC activation. Butler County Emergency Communications will be utilized to initiate that notification.
- Notification of executive level personnel (i.e. Butler County Administrator, County Commissioners, etc.) and applicable state agencies (i.e. Kansas Division of Emergency Management) will be the responsibility of Butler County Emergency Management.
- Notification of the public will be accomplished through such methods as outdoor warning sirens, Reverse 911, and partnership with local media, to include initiation of the Emergency Alert System (EAS). In some time-critical situations, door-to-door notification will be initiated in the impacted area. Butler County Emergency Management and Butler County Emergency Communications will work together to coordinate these mass notifications.

### **Information Collection and Dissemination**

Developing or existing emergency conditions which should be reported to the Butler County EOC (or the Emergency Management Duty Officer if the EOC is not yet activated) include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not state or federal resources are needed to support local emergency response efforts.

The Butler County Emergency Management Director or designee will keep the ESF Coordinators, EOC representatives and executive officials updated on these developments through regular situational reports and briefings.

## **5.6 Joint Information Center**

The importance of coordinating the flow of public information during disaster response and recovery and issuing consistent messages cannot be understated. In a large-scale event that involves multiple agencies and/or jurisdictions, the Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector

and non-governmental organizations. Butler County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in *ESF-15: External Affairs and Emergency Public Information*.

When the Butler County EOC is activated, the Butler County Emergency Management Director or the Public Information Officer may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination, coordinating the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities may be notified and asked to have their JIC representative respond to the Butler County EOC within a reasonable period of time. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Butler County EOC without specific permission from the Emergency Management Director or designee.

## 5.7 Mutual Aid

Mutual Aid Agreements and Memoranda 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. In addition to numerous Memoranda of Understanding with other governmental, voluntary and private organizations, Butler County has entered into several mutual aid agreements for disaster assistance, including:

- Mutual aid agreements between the county and cities for damage assessment and debris removal assistance.
- Mutual aid agreement with the El Dorado Correctional Facility.
- Mutual aid agreements with surrounding jurisdictions to share public safety radio frequencies and talkgroups for the purposes of interoperable communications.

Copies of agreements are available for review in their entirety at the office of Butler County Emergency Management.

During emergency operations, requests to activate mutual aid resources should be coordinated through the Butler County Emergency Management Director (or designee) or the Butler County EOC if activated. To request mutual aid, the following process should be followed:

- The party seeking mutual aid should notify the EOC of the resources, equipment and/or personnel needed and the desired timeframe for receipt. If the EOC is not activated, this information should be coordinated through Butler County Emergency Management and the Butler County Emergency Communications Center.
- Requests may be verbal or in writing. If verbal, requests should be confirmed in writing no later than thirty (30) calendar days following the verbal request, unless otherwise stated in policies or resolutions.
- The receiving party is responsible for keeping all other parties updated on the status of mutual aid activities, including anticipated timeframe for demobilization.

If assistance is needed to coordinate mutual aid, Butler County can request coordination assistance from the Kansas Division of Emergency Management.

Moving beyond the local level, there are systems and programs in place to provide mutual aid coordination and response on a larger scale:

#### **State-Wide Mutual Aid System**

KSA 48-948 through 48-958 establishes the statewide Kansas mutual aid system which states:

"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."

Inclusion in this system is automatic; those jurisdictions not wishing to participate must take actions to opt-out.

#### **Interstate Civil Defense and Disaster Compact**

This compact was originally formed in response to the Federal Civil Defense Act of 1950 and provided a legal framework for mutual defense aid and disaster assistance between states. Authorization to enter into this compact was provided for pursuant to KSA 48-3202. In many of the states, it has been replaced by the Emergency Management Assistance Compact (EMAC).

#### **Emergency Management Assistance Compact (EMAC)**

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Requests for EMAC assistance are legally binding, contractual arrangements which requires the 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 48-9a01).

### **5.8 Incident Documentation**

Resource tracking will first be conducted by the Emergency Communications Centers as they dispatch units to the initial response. As responsibility for the incident coordination transitions to the Butler County EOC, EOC personnel will assume responsibility for tracking and documenting resource requests, resource statuses, and mission assignments. The EOC uses a combination of paper forms/logs, informational displays, and electronic resources, such as the county's recently-developed EOC Dashboard.

Responding agencies should also maintain documentation on their actions using either the ICS Activity Log (ICS Form 214) or another suitable log. The Butler County EOC will assemble all documentation in a centralized location, so it is available for use in situation reports. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility for disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

At the conclusion of the incident, Butler County Emergency Management will collect and retain incident documentation, archiving it in a protected, designated location. During incident After Action Reviews, documentation will be used to identify:

- Actions taken or not taken
- Resource expended
- Economic and human impacts
- Lessons learned and possible improvements
- Potential mitigation actions that can be taken
- Key impacts and damages

## 5.9 Incident Finance

Disasters can have severe financial impacts on affected jurisdictions, and recovery of expenses is usually of significant concern to those jurisdictions and agencies involved in the incident.

### Funding and Disaster Assistance

During a local state of emergency, responding agencies are responsible for funding their own operating expenses. In the event of a federal declaration, some reimbursements may be available to affected agencies through Public Assistance Grants. Federal assistance is further described in ESF-14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate response agencies and local officials about the cost recovery process.

Butler County Administration will manage and oversee the financial aspects of the Public Assistance Programs for county agencies. Butler County Administration will work closely with Butler County Emergency Management and the Butler County Board of Commissioners to identify funds for the recovery effort, to include response, recovery and mitigation functions.

### Tracking Local Disaster Costs

Butler County Emergency Management may ask the County's Financial Officer to assign a special project number to track all of the county's disaster-related expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of Butler County Emergency Management. Responding agencies and impacted jurisdictions are responsible for tracking all of their costs associated with the response, including equipment expenses, costs associated with emergency actions, personnel costs, etc. Incident documentation includes such things as: time sheets, payroll statements (straight time, overtime and fringe benefits), receipts for purchases, equipment rental agreements, and equipment usage logs. Rates for items such as force account equipment may be calculated using the FEMA schedules (i.e. Schedule of Equipment Rates).

### Insurance and Cost Recovery

Butler County Administration, in coordination with Butler County Emergency Management or other designee, will coordinate all insurance actions pertaining to county property. Butler County Administration coordinates all financial activities relating to recovery operations.

### Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses. ESF-6 provides the concept of operations for pet sheltering and documentation of costs.

## **5.10 Post-Incident Recovery**

In the aftermath of a disaster, county efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. Planning for recovery begins even before the emergency has ended; while response actions are still being implemented, the recovery section of the Butler County EOC will begin coordination and implementation of recovery programs.

To accomplish the goal of restoring the community, the following strategy is employed:

- To support the command structure by deploying specialized recovery teams (personnel) into a disaster area and by setting up centers (facilities) to connect victims with assistance.
- To work closely with the Kansas Division of Emergency Management and to inform affected local governments, individuals and businesses of the programs that are available to assist in recovery efforts.

### Damage Assessments

Damage assessments will begin immediately following an incident, as soon as it is safe to do so. Initial / safety assessments will largely be completed by emergency personnel, such as fire department personnel and law enforcement officers, as they enter and size-up the impacted areas. This information will be relayed to either the emergency communications center, who will relay it to Butler County Emergency Management, or directly to Emergency Management.

After these initial reports, damage assessment teams will be assembled to gather more detailed information on the scope, magnitude and severity of damages. Butler County Emergency Management, as the coordinating agency for ESF-5, will coordinate damage assessment activities, utilizing some or all of the following resources:

- The Butler County CERT team – members have been trained via the American Red Cross damage assessment course materials.
- Butler County and municipal inspectors – will also assess for habitability / structural integrity
- Butler County Engineer's Office – responsible for assessing roads and bridges
- Butler County Townships – responsible for assessing damage to township roads and bridges
- Butler County GIS
- Butler County Appraiser's Office – responsible for supplying property valuations

Cities and special districts within the County share responsibility for damage assessment and will provide information regarding damages and costs within their jurisdictions and service areas to Butler County Emergency Management. Butler County Emergency Management will communicate the initial scope of the incident to the Kansas Division of Emergency Management within the first 12-36 hours of the emergency (as soon as that notification can practically be completed). The department will also keep KDEM updated as more information becomes available.

**Preliminary Damage Assessment:** If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State, and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The Kansas Division of Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance. Thorough and accurate damage assessment figures are vital for establishing the need for state and federal assistance, grounds for a federal disaster declaration, and eligibility for reimbursement if a disaster is declared.

### State Assistance in Recovery

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area to assist the local jurisdictions with their recovery efforts.

- **Assessment Team** - Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- **Community Relations Team** - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- **Unmet Needs Committee** - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- **Human Needs Assessment Team** - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- **Insurance Team** - A team that is deployed to assist policy owners following a disaster.

**Disaster Recovery Centers:** Centers can be set up in a disaster area to provide a centralized place for information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the state, the Federal Emergency Management Agency, and the county where the center is located. The location is based on proximity to the affected area and provides an opportunity for victims to meet face-to-face with state, federal, and volunteer agency personnel. The Director of Butler County Emergency Management (or designee), the State of Kansas, and potentially FEMA, will assess the need for a DRC. If opened, the State of Kansas EOC will take the

lead, with assistance from the county. The Butler County PIO will be responsible for notifying the public of locations of centers and availability of recovery assistance.

**Unmet Needs:** The United Way of the Plains will serve as coordinator of the unmet needs recovery function. The United Way's Disaster Services Director will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community. If an Unmet Needs Committee is formed, it will assist with such things as human needs (food, water, clothing, etc.) and housing needs, connecting victims with appropriate resources.

### **Federal Assistance in Recovery**

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: *Individual Assistance*, *Public Assistance*, and *Hazard Mitigation*. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO

**Public Assistance:** The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of public buildings and infrastructure, and the removal of debris that is on public property. This grant assistance is typically provided on a cost share basis: 75 percent federal and 25 percent non-federal. The 25 percent non-federal share is normally provided from a combination of state and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective Actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

Butler County Emergency Management is responsible for contacting eligible government and not-for-profit organizations of the availability of federal assistance and the timeframe for scheduled briefings and meetings.

**Individual Assistance:** If the county is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the state or local assessors. Butler County will also perform inspections of damaged homes to determine safety. Butler County Community Development will play an integral role in coordinating post-disaster

habitability inspections in the county. Butler County Community Development will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

**Hazard Mitigation:** Following disasters, opportunities arise to address areas of vulnerability and find ways to protect Butler County citizens, businesses, visitors, and property from the impacts of future disasters. In counties that have received a Presidential disaster declaration, grant funds can become available to assist with some of these mitigation projects:

- ***Hazard Mitigation Grant Program (HGMP)*** - HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c and is administered by the Kansas Division of Emergency Management. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential major disaster declaration in the areas of the state requested by the Governor.
- ***406 Mitigation*** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

Other mitigation programs are available outside of a disaster declaration and can be accessed prior to experiencing a major emergency. Butler County Emergency Management has been designated as the lead agency for mitigation activities and planning in the county, but works cooperatively with other agencies, such as Butler County Community Development (Flood Plain Administrator).

- ***The National Flood Insurance Program (NFIP)*** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).
- ***Community Rating System (CRS)*** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.
- ***Flood Mitigation Assistance (FMA) Program*** – Kansas Division of Emergency Management administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.

- **Repetitive Flood Claims (RFC) Program** - Kansas Division of Emergency Management administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Severe Repetitive Loss (SRL) Program** - Kansas Division of Emergency Management administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Pre-Disaster Mitigation (PDM) Program** - Kansas Division of Emergency Management administers the PDM. The PDM is designed to assist states, territories, Indian tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.

### 5.11 Other Emergency Management Goals and Activities

While much of the Emergency Operations Plan centers on the response to an emergency or disaster, it also addresses activities that can and should take place prior to an event, to better position the jurisdiction to manage the effects of and recover from a disaster.

Butler County's *prevention* goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goals the following strategies are being employed:

- Expanding regional collaboration
- Implementing NIMS and the National Response Framework (NRF)
- Strengthening information sharing and collaboration capabilities
- Strengthening interoperable communications capabilities
- Strengthening medical surge and mass prophylaxis capabilities
- Strengthening planning and citizen preparedness capabilities
- Increasing coordination with the Kansas Intelligence Fusion Center (KIFC)

**Kansas Fusion Center:** The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. 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 Butler County Sheriff's Office is the primary recipient of information from the Kansas Fusion Center and will disseminate Unclassified/For Official Use Only information as appropriate and according to local SOPs.

Butler County's *preparedness* goals are to ensure a timely and effective response to, recovery from and mitigation of the impacts and consequences associated with emergency/disaster situations. To accomplish

the goal the following strategy are used:

- Maintaining a robust training and exercise program that includes all stakeholders
- Identifying and administering grant programs that can provide operational support and enhance training activities
- Participating in capability assessments at the regional and county level
- Participating in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.
- Establishing an inclusive planning process that employs the “Whole Community “concept.

### Resource Management and Credentialing

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists, complete with location and contact information. Lists of county resources will be provided to Butler County Emergency Management as the coordinating agency for *ESF-7: Resource Support*. Butler County Emergency Management will also maintain lists of local suppliers, vendors, and contractors, some of which will be compiled with the assistance of the LEPC. All of this information will be maintained in separate resource guides and directories, not included with this plan, but available at the Emergency Management offices. At this point, Butler County is not yet entering resource/equipment information into the state’s CRMCS system, but will investigate that option with ESF coordinating agencies at a future date.

Butler County does participate in the personnel credentialing portion of CRMCS. Butler County Emergency Management is responsible for issuing identification badges to the jurisdiction’s emergency responders and government officials. The department is guided by the state’s credentialing policies, ensuring that personnel resources’ training and skills are appropriately and accurately reflected on their badges. The information in CRMCS and on the identification badges can also be used to verify identify and qualifications, allowing access to incident sites (and preventing unauthorized or unqualified personnel from making access).

### Training and Exercise Programs

The preferred place to put plans and capabilities to the test is in the arena of training and exercises, allowing agencies to sort out resource, training and planning shortfalls before being faced with a real event.

Butler County Emergency Management is tasked with maintaining an active training and exercise program for the county. The department regularly develops, delivers or coordinates emergency management related classes and exercises for emergency responders, government officials, and volunteer organizations, as well as private industry members of the LEPC. Emergency Management also frequently consults with or assists other entities, such as the school districts, hospitals, and the El Dorado Correctional Facility, with their training and exercise programs.

The following strategies are used in the county’s training and exercise efforts:

- **TEPW:** Each year, Butler County Emergency Management conducts a Training and Exercise Planning Workshop with stakeholder agencies, using the results of after action reviews from previous exercises and real events, as well as capability assessments, to update the county’s 3-year Training and Exercise Plan.

- **HSEEP and NIMS Consistency:** Emergency Management’s exercises are aligned with the principles of the Homeland Security Exercise and Evaluation Program, and all training and exercise activities are consistent with the NIMS principles.
- **Minimum NIMS Training Standards:** To ensure ongoing NIMS compliance the following FEMA courses are set as minimum training standards for field level emergency responders and volunteers:
  - ICS-100: Introduction to the Incident Command System
  - ICS-200: ICS for Single Resources and Initial Action Incidents
  - IS-700: National Incident Management System, An Introduction

Supervisory level and especially command level personnel should also complete the following training:

- ICS-300: Intermediate ICS for Expanding Incidents
  - ICS-400: Advanced ICS for Command and General Staff
- **Cooperative Training:** Butler County cooperates with neighboring jurisdictions and regional and state partners to offer or host training and exercise opportunities that include organizations and agencies outside of its own jurisdictional boundaries. This aids in building valuable relationships that can be called on in an emergency. Butler County personnel are also encouraged to seek out and participate in training in other jurisdictions; many valuable courses are available through the Kansas Division of Emergency Management, the American Red Cross, LEPCs, and other emergency response agencies. Butler County Emergency Management is tasked with keeping its stakeholders informed on training and exercise opportunities inside and outside the county.
  - **After Action Reviews:** After each exercise, participants take part in a review and evaluation of the exercise. Information from these reviews is incorporated into updates and revisions to plans and procedures, changes to training programs, and /or acquisition of new or replacement equipment or resources. This review process will also be used after actual events.

### Planning Activities

As noted in the preface to this plan, Butler County’s Emergency Operations Plan is developed with the assistance and input of the plan stakeholders, especially the coordinating and primary agencies. Some plan input is mandated by law such as that of the Local Emergency Planning Committee (LEPC). Both the regular plan updates, as well as the five-year major review/revision, incorporate these identified planning partners.

Whenever a plan update/change is made, the date and nature of the change will be noted on the Record of Changes. Substantial changes will be presented to the Board of County Commissioners for re-promulgation. After the updates have been incorporated into the overall plan, the stakeholders will be provided with access to the updated version of the documents.