



# Kenton County Kentucky Emergency Operations Plan (2023 ~ 2024)

## Kenton County Homeland Security Emergency Management

### Authority:

Kenton County Fiscal Court  
Judge Executive  
Kris Knochelmann

### Prepared By:

Kenton County Homeland Security  
Emergency Management  
Director Steve Hensley

(Version: KCEOP 059-01-2023)



*In Coordination With The  
Kentucky Division Of  
Emergency Management*

## PROMULGATION STATEMENT

**Transmitted herewith is the Kenton County Emergency Operations Plan for Kenton County Kentucky. This plan constitutes the framework for Emergency Operation Functions during a major emergency or disaster within Kenton County Kentucky.**

**This Emergency Operations Plan includes the following phases:**

- § Prevention: Mitigation activities designed to eliminate or reduce the probability of an incident.**
- § Preparation: Activities designed to save lives and minimize damage.**
- § Response: Emergency response activities designed to prevent loss of lives, property and to provide emergency assistance.**
- § Recovery: Those short-term and long-term activities designed to return systems to normalcy.**

**This plan is prepared in accordance with Federal, State and Local statutes. It will be tested, revised and updated as necessary and required.**



# KENTON COUNTY EMERGENCY OPERATION PLAN

## FOREWORD

*This is the Kenton County Emergency Operations Plan (KCEOP or EOP), created in conjunction with the Commonwealth of Kentucky Division of Emergency Management. The EOP is developed using Emergency Support Functions (ESF's), which are disciplines or capabilities critical to our ability to manage an incident. ESF's identify an ESF Coordinator and define the responsibilities of the ESF Coordinator, agencies of government and others who serve within that support function.*

*This EOP is also supplemented by Support Plans, Incident Specific Plans, Tactical Worksheets (field use checklists developed to help first responders act in accordance with the provisions of the EOP), and Standard Operating Procedures or Guidelines (detailed operating procedures maintained by the ESF Coordinator and/or individual departments, agencies or organizations). These additional documents required for implementation of the EOP are not included because of their voluminous nature.*

*The term “**Incident**”, when used in this Basic Plan, Appendices, ESF's, SOP's, SOG's, Support Plans and or Incident Specific “Stand Alone” Plans, will mean: “An occurrence or event, natural, technological or human-caused, which requires an emergency response to protect life, the environment or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, woodland/brush fires, urban fires, floods, flash floods, hazardous materials spills, radiological or nuclear accidents, aircraft accidents, earthquakes, tornadoes, wind storms, snow/ice storms, war-related disasters, public health and medical emergencies, mass casualty and mass fatality incidents, and other occurrences requiring an emergency response” as stated in the National Response Framework.*

*An annual review of the KCEOP will be done by the HSEM Director, Emergency Support Function (ESF) Coordinators, and those agencies, departments, county and city governments having emergency assignments. The HSEM Director will insure that a list of all plan holders is maintained at the HSEM Office and that updates are sent to all of these individuals.*

*This plan requires fair and equal treatment to all regardless of race, creed, color, national origin, sex, age or handicap. The first priority will always be to save lives, second is protection of the environment and third is mitigation of damage to property.*

*All response and recovery operations pursuant to this EOP and its supporting documents shall utilize the Incident Command System (ICS) incident management system as outlined in KRS 39A.230 and the National Incident Management System (NIMS).*

*The comprehensive emergency management program is the cornerstone of Kenton County's emergency and disaster prevention, mitigation, preparedness, response, and recovery efforts. The county will conduct all response and recovery operations following the **National Incident Management System** guidelines and the **National Response Framework**. This includes both governmental and non-governmental organizations that have a role in saving lives, caring for the injured, recovering the dead, mitigating property loss and restoring services and facilities.*

*This plan, including updates, remains in effect from the time it was adopted until modified by executive order.*



# KENTON COUNTY EMERGENCY OPERATION PLAN

## Kenton County Emergency Operations Plan Introduction

This plan is the all-hazards emergency operations plan as described and required in Kentucky Revised Statute (KRS) 39A and is activated upon order of the County Judge Executive and / or a Mayor of any Kenton County Kentucky city, the Director of HSEM, or their authorized representatives.

This plan is the cornerstone document of the Commonwealth Comprehensive Emergency Management Program established to support an integrated emergency management system providing for adequate assessment and mitigation of, preparation for, response to, and recovery from the threats to public safety and the harmful effects or destruction resulting from all major hazards.

The KCEOP is the overarching, organizing document for implementing all county emergency management plans. The program is built around the unified, multi-disciplinary disaster and emergency response infrastructure which is focused on aligning resources to accomplish the emergency missions, goals, and objectives of the program.

## Kenton County Basic Demographics

**County Seat(s):** Covington and Independence ♦ Coordinates: 38°56'N 84°32'W

**Total Population:** In the April 2020 census, the population was 169,064.

**Total Square Miles:** 164 sq. mi. ♦ 160 sq. mi. of Land ♦ 4.1 sq. mi. Water

*See Appendix A for additional Kenton County Statistical Demographics and information.*

## Incorporated Cities in Kenton County, Kentucky -

- |                    |                 |                         |
|--------------------|-----------------|-------------------------|
| ✓ Bromley          | ✓ Fairview      | ✓ Park Hills            |
| ✓ Covington        | ✓ Fort Mitchell | ✓ Ryland Heights        |
| ✓ Crescent Springs | ✓ Fort Wright   | ✓ Taylor Mill           |
| ✓ Crestview Hills  | ✓ Independence  | ✓ Villa Hills           |
| ✓ Edgewood         | ✓ Kenton Vale   | ✓ Walton (Boone/Kenton) |
| ✓ Elsmere          | ✓ Lakeside Park |                         |
| ✓ Erlanger         | ✓ Ludlow        |                         |

## Major Interstates / Highways

- |        |       |         |         |
|--------|-------|---------|---------|
| I-71   | US 42 | KY 177  | KY 1486 |
| I-75   | KY 8  | KY 371  | KY 1829 |
| I-275  | KY 14 | KY 536  | KY 2042 |
| US 25  | KY 16 | KY 1072 | KY 2043 |
| US 127 | KY 17 | KY 1303 | KY 2046 |



# KENTON COUNTY EMERGENCY OPERATION PLAN

## RECORD OF CHANGES

<b>DATE OF CHANGE</b>	<b>CHANGE MADE BY</b>	<b>COMMENTS</b>
10/20/2015	KCHSEM Staff - R. Watkins	Basic Plan update/review
06/27/2016	KCHSEM Staff - R. Watkins	Updated Roster/plan review
04/25/2017	KCHSEM Staff - R. Watkins / S. Hensley	Updated & ESF Roster updated
05/14/2018	KCHSEM Staff - S. Hensley / T. Schulkers	Updated ESF Roster Review Changed SAR Plan
07/01/2019	KCHSEM Staff - T. Schulkers / D. Jansing	Updated FD names/review
01/31/2020	KCHSEM Staff - T. Schulkers / R. Becker	See Change Memo 1/21/2020 Updated all ESF files
10/1/2020	KCHSEM – Steve Hensley	Annual Review, update, ESF roster update and Approval
4/1/2021	KCHSEM – T. Schulkers	Updated Critical Infrastructure list/ Annual Review-Hazard Matrix chart updated
04/15/2021	KCHSEM – Steve Hensley	Annual Review and Approval
12/06/2021	KCHSEM – T. Schulkers / R. Becker	Annual update. Added Appendix G - Plan Distribution List
02/07/2022	KCHSEM – Ron Becker / T. Schulkers	Review & update all ESF's (grammatical and formatting changes only)
05/1/2022	KCHSEM – Steve Hensley	Annual Review, update, ESF roster update and Approval
01/02/2023	KCHSEM – Steve Hensley, Schulkers, Becker	Annual Review, update, ESF roster update and Approval



# KENTON COUNTY EMERGENCY OPERATION PLAN

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## ATTACHMENTS, APPENDICES, AND EMERGENCY SUPPORT FUNCTIONS –

### **Attachments**

- 🕒 Kenton County Homeland Security Emergency Management Director Approval Notice
- 🕒 Kenton County Judge Executive/Fiscal Court Executive Order
- 🕒 Kentucky Emergency Management Agency Concurrence Statement

### **Appendices**

- Appendix A ~ Kenton County Profile and Statistical Demographics
- Appendix B ~ Acronyms & Abbreviations
- Appendix C ~ Glossary of Terms & Definitions
- Appendix D ~ Resource Partners & Support Agencies Listings
- Appendix E ~ List of KCEOP Support & ISP Plans
- Appendix F ~ KCEOC Standard Operating Guideline
- Appendix G ~ KCEOP Distribution Plan & List
- Appendix H ~ Critical Infrastructures & Target Hazards

### **Emergency Support Functions**

- ESF # 1 – Transportation
- ESF # 2 – Communications & Alerting
- ESF # 3/12 – Public Works / Energy
- ESF # 4 – Fire Fighting
- ESF # 5 – Emergency Management
- ESF # 6 – Mass Care, Housing & Human Services
- ESF # 7 – Resource Management
- ESF # 8 – Health and Medical Services
- ESF # 9 – Search & Rescue
- ESF # 10 – Oils Spills & Hazardous Materials
- ESF # 11 – Agriculture
- ESF # 12 – See ESF 3
- ESF # 13 – Law Enforcement
- ESF # 14 – Long-Term Recovery and Mitigation
- ESF # 15 – Public Information

### Support Plans

- 🕒 Access Control Plan
- 🕒 Alerts and Warnings Plan
- 🕒 Communications Plans
- 🕒 Dams
- 🕒 Debris Management Plan
- 🕒 Donations Management Plan
- 🕒 Evacuation Plan
- 🕒 Family Re-Unification Center / Family Assistance Center (FRC/ FAC) Plans
- 🕒 Hazard Mitigation Plans
- 🕒 Joint Information Center / Joint Information Services (JIC / JIS) Plan
- 🕒 Mass Care And Sheltering Plan
- 🕒 National Incident Management System / Incident Command System Plans
- 🕒 Point Of Distribution (POD) Plan
- 🕒 River Response Plans
- 🕒 Volunteer Management Plan

### Incident Specific Plans (ISP)

- |  |  |
|--|--|
| 🕒 Aircraft Incident Plan                               | 🕒 Terrorism / WMD                                |
| 🕒 Animal Disaster Plan                                 | 🕒 Maritime Threats                               |
| 🕒 ASHER (Active Shooter / Hostile Event Response) Plan | 🕒 Coordination Of Federal Responses              |
| 🕒 CHEMPACK Plan  | 🕒 Mass Causality Incident Plan                   |
| 🕒 Crowd Control / Civil Disturbance Plan               | 🕒 Mass Fatalities Plan                           |
| 🕒 DTPA Plan  | 🕒 Missing Person / Search And Rescue (SAR) Plan  |
| 🕒 Earthquake Preparedness Plan                         | 🕒 Northern Kentucky Heat And Cold Emergency Plan |
| 🕒 Flood Preparedness Plan                              | 🕒 Pandemic Influenza Plan                        |
| 🕒 Health And Medical Plans                             | 🕒 Railroad Incident Plan                         |
| 🕒 Homeland Security Plan - Includes plans for:         | 🕒 Strategic National Stockpile (SNS) Plan        |
| 🕒 Bomb Threats   | 🕒 Weather / Outdoor Warning System Plan          |
| 🕒 Suspicious Package / Suspected Explosives            |  |



## INTRODUCTION

### Authorities, Directives, Sources & References

The following guidance and authorities have been used in the development of the Kenton County Emergency Operations Plan (KCEOP or EOP).

- ④ Governor of Kentucky Executive Orders 96-1120 and 2004-1314
- ④ Kentucky Division of Emergency Management Planning Guidance
- ④ Developing and Maintaining Emergency Operations Plans – Federal Emergency Management Agency (FEMA) CPG 101 Version 2.0
- ④ The Atomic Energy Act of 1954, (PL 83-703 as amended)
- ④ The Robert T. Stafford Disaster and Emergency Relief Act of 1966 and all amendments.
- ④ Flood Disaster Protection Act of 1973 (PL 93-234)
- ④ Earthquake Hazards Reduction Act (PL95-124)
- ④ The Superfund Amendment and Reauthorization Act of 1986, (PL99-499), Title III (SARA)
- ④ National Flood Insurance Reform Act (PL 103-325)
- ④ Disaster Mitigation Act of 2000 (PL 106-390)
- ④ Kentucky Revised Statutes Chapter 39A through 39G
- ④ National Incident Management System (NIMS)
- ④ National Incident Management System (NIMS) Training Program
- ④ National Preparedness System
- ④ National Preparedness Goal
- ④ National Response Framework
- ④ National Disaster Recovery Framework
- ④ National Infrastructure Protection Plan
- ④ National Mitigation Framework
- ④ Continuity Guidance Circular 1 (Continuity Guidance for Non-Federal Entities)
- ④ NFPA 1600 – National Fire Protection Association Standard on Disaster / Emergency Management and Business Continuity Programs
- ④ Presidential Homeland Security Directives 1 to 12
- ④ Presidential Directive Decisions 39 & 62 (Anti-Terrorism)
- ④ Public Law 81-920, 88-352, 91-190, 91-606, 91-616, 91-646, 92-255, 92-385, 93- 234, 93-288, 93-523, 94-68, 96-511, 99-499, 100-707, 101-121, 107-296
- ④ Homeland Security Act of 2002
- ④ Executive Order 11795, Delegating Disaster Relief Functions Pursuant to the Disaster Relief Act of 1974
- ④ Executive Order 11988, Flood Plain Management
- ④ Executive Order 11990, Protection of Wetlands
- ④ Executive Order 12656, Assignment of Emergency Preparedness Responsibilities
- ④ County Ordinance(s) 340.4 (Title III, Chapter 38)
- ④ City Ordinance(s)
- ④ Historical, Present-Time and Real-Life Experiences and Training

## Purpose

The purpose of the Kenton County Emergency Operations Plan is:

- ✓ To outline the responsibilities of Local, State, and Federal governments in the event of an incident;
- ✓ To provide guidance to Local agencies as to their responsibilities in the event of an incident;
- ✓ To provide procedures to determine the severity and magnitude of incidents and outline the integrated emergency management system utilized for overall coordination of the incident response within the County;
- ✓ To outline the aid and assistance available to Local government, individuals and businesses when a Local, State or Federal Disaster Declaration is issued; and
- ✓ To outline the actions required of local governments to be eligible for state and federal assistance under Public Law 93-288, the Homeland Security Act of 2002 and other related Public Laws.

## Scope

This Plan establishes direction for coordinating local, state and federal emergency response to an incident. The plan also details preparedness actions to be taken by local governments prior to an incident. This plan does not restrict the development of more complex and in-depth local, state and other agency plans or standard operating procedures.

## Structure

The Kenton County EOP consists of the following components:

- ✓ The Basic Plan – Describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the County / Local jurisdictions and agencies in response to an incident.
- ✓ Emergency Support Functions (ESF's) – Delineate the primary and support agencies concept of operations, roles and responsibilities, and recommend necessary standard operating procedures / guidelines to implement those functions.
- ✓ Resource List – A typed listing of resources available to support local jurisdictions during an incident.
- ✓ Support Plans & Annexes – Provide additional information necessary for an informed and managed response to incidents.
- ✓ Incident Specific Plans / Annexes to the KCEOP (i.e., earthquake) – Outline the response to a specific type of incident.
- ✓ Administrative supplements that include: a list of acronyms / abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment, which serve as points of reference and information for the users.

## EMERGENCY SUPPORT FUNCTIONS WITH DESCRIPTIONS

### **Emergency Support Function #1 – TRANSPORTATION**

To coordinate and organize transportation resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

### **Emergency Support Function #2 – EMERGENCY COMMUNICATIONS**

To maintain a reliable communications capability for alert & notification instructions by key officials of the County; To communicate with Local and State agencies in an incident.

### **Emergency Support Functions #3 – PUBLIC WORKS – (Combined with ESF #12 as ESF 3 / 12 - INFRASTRUCTURE MANAGEMENT)**

To coordinate the overall response to the failure of infrastructure including roads, bridges and government facilities due to natural, technological or human caused incidents; To coordinate with the private sector for the emergency repair and restoration of critical public energy utilities (i.e., gas, electricity, etc.); To coordinate the rationing and distribution of emergency power and fuel, if necessary.

### **Emergency Support Function #4 – FIREFIGHTING**

To provide for the protection of life and property; To minimize actual or potential fire damage resulting from an incident; To assist in rescue operations.

### **Emergency Support Function #5 – EMERGENCY MANAGEMENT**

To provide staff, facilities and procedures for the coordination of Local, State, Federal and private response agencies during an impending or existing incident; To assist in formulating policy, establishing priorities, gathering and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary.

### **Emergency Support Function #6 – MASS CARE, HOUSING, AND HUMAN SERVICES**

To provide staff, facilities and procedures for the coordination of food, water and sheltering operations during an impending or existing emergency or disaster; To assist the Emergency Operations Center (EOC) in formulating policy, establishing priorities, gathering and analyzing information, monitoring the execution of plans, and directing response and recovery operations related to mass care and sheltering. KCHSEM Staff shall serve as the Primary Coordinating agency for this ESF.

### **Emergency Support Function #7 – RESOURCE SUPPORT**

To provide resource support consisting of emergency relief supplies, telecommunications, transportation services, security services and personnel to support immediate response activities.

### **Emergency Support Function #8 – PUBLIC HEALTH AND MEDICAL SERVICES**

To coordinate and direct health care related activities within the County; To provide emergency care and treatment of casualties resulting from an incident, including CBRNE incidents that could occur during a war or terrorist attack; To help continue provision of routine emergency and medical care for the general population; To provide emergency

public health services that will prevent and/or mitigate the spread of infectious diseases; To provide mental health services for both victims and emergency responders.

## **Emergency Support Function #9 – SEARCH AND RESCUE**

To provide an organizational structure and guidance for search and rescue, by means of ground, marine, or air activity, of any person who becomes lost, injured, stranded, trapped or has died. The procedures include searches for lost persons, downed or missing aircraft, structural explosions or transportation accidents, and natural or man-made incidents, where search and rescue is an integral part of the overall operations.

## **Emergency Support Function #10 – HAZARDOUS MATERIALS**

To protect human health and the environment from releases of hazardous materials.

## **Emergency Support Function #11 – AGRICULTURE**

To ensure the safety and security of the County's agricultural market (crop, livestock production, transportation and processing) and ensure that animal and veterinary issues in natural disasters are supported; To provide guidance for dealing with animals impacted by disaster or disease.

## **Emergency Support Function #12 – ENERGY AND UTILITIES (Combined with ESF #3 as ESF 3 / 12 - INFRASTRUCTURE MANAGEMENT)**

To coordinate with the private sector for the emergency repair and restoration of critical public energy utilities (i.e. gas, electricity, etc.); To coordinate the rationing and distribution of emergency power and fuel as necessary.

## **Emergency Support Function #13 – LAW ENFORCEMENT & SECURITY**

To maintain law and order, protect life and property, undertake traffic control, provide law enforcement support to other law enforcement agencies, guard essential facilities and supplies, and coordinate law enforcement mutual aid.

## **Emergency Support Function #14 – LONG-TERM RECOVERY & MITIGATION**

To provide coordination and guidance for recovery operations to include restoration of damaged or destroyed public property, services and assistance to private citizens affected by a major incident; To coordinate damage assessment activities, county / state declaration requirements and facilitate Damage Assessment Reports and Project Applications; To coordinate and administer the county's Public Assistance, Individual Assistance and Hazard Mitigation Programs.

## **Emergency Support Function #15 – PUBLIC INFORMATION**

- To keep the citizens of the County informed of the developing situation; To give instructions for protective actions in a threatened or actual incident; To control rumors and speculation; To provide recovery operations instructions. Virtual Operations Support Team (VOST) - Monitors Social Media Feeds / Activity. May also assist with VEOC Monitoring Activities & Operations.



# KENTON COUNTY EMERGENCY OPERATION PLAN

## Kenton County Agency & ESF Responsibility Matrix

Agency / Organization	Emergency Support Functions														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	<u>ESF 1</u> Transportation	<u>ESF 2</u> Emergency Communications	<u>ESF 3</u> Public Work & Engineering	<u>ESF 4</u> Fire Fighting	<u>ESF 5</u> Emergency Management	<u>ESF 6</u> Mass Care, Housing & Human	<u>ESF 7</u> Resource Support	<u>ESF 8</u> Health and Medical Services	<u>ESF 9</u> Search & Rescue	<u>ESF 10</u> Hazardous Materials	<u>ESF 11</u> Agriculture	<u>ESF 12</u> Energy	<u>ESF 13</u> Law Enforcement	<u>ESF 14</u> Long-Term Recovery and Mitigation	<u>ESF 15</u> Public Information
County Judge Executive / Mayors					S		S					S		P	P
County/City Administrative Offices	P		S		S		S					S		P	P
Kenton County Homeland Security Emergency Management		S			P	P	P		P	S			S	S	P
Kenton County Emergency Communications Center		P												S	
State / County / City Road & Public Works Agencies	S		P									P		S	S
County / City Law Enforcement Agencies	S	S					S		S	S			P		S
County / City Fire Departments		S		P			S	S	S	S					S
Northern Kentucky Health Department						S		P							
Water District / Sanitation District #1			S											S	S
Cin. Northern Ky International Airport	S														
Transit Authority of Northern Kentucky	P														
CSX / Norfolk Southern Railroads	S														
St. Elizabeth HealthCare Hospital(s)						S		S							
Board of Education / Schools (Colleges)	P					S									
Local Media (Radio, TV, Cable, Newspaper) / Public Information		S													S
American Red Cross / Salvation Army / VOAD / CERT						S								S	
Northern Ky. Haz-Mat / WMD Team										P					
Northern Ky. Technical Rescue Team									S						
Boone County Water Rescue									S						
US Army Corp of Engineers	S		S												
US Coast Guard									S	S					
Civil Air Patrol									S						
Kenton County Co-op Extension Office											P				
Utilities - Duke Energy / Owen Electric												P		S	

P = Denotes Primary Agency / Primary Responsibility      S = Denotes Support Agency / Secondary Responsibility

## SITUATIONS AND ASSUMPTIONS

### Situations

Kenton County is subjected to a variety of hazards and must contend with the possibility of an incident or threat of an incident.

Severe weather including flooding, flash flooding, strong winds, large hail and tornadoes are the most prevalent weather related hazards; however, winter snow/ice storms occasionally cause damage and restrict highway transportation.

Geologic faults increase the vulnerability to seismic disturbances. The highest seismic risk zone is the western part of the Commonwealth of Kentucky, in an area affected by the New Madrid Fault. An earthquake along the New Madrid would likely cause light to moderate damage in Kenton County.

A terrorist type attack using conventional, chemical, biological or nuclear weapons is a possibility. Such attacks could be directed against human beings, animals, property, or any combination thereof. Radioactive materials are employed by industry, medical institutions and educational centers. Consequently, these radioactive materials are shipped by air, rail and highway and create a potential for a radiological hazardous materials incident.

Hazardous materials (including chemical, biological, radiological and explosive) are transported and used throughout the Commonwealth of Kentucky. Kenton County has Interstates 71, 75, 275, US 25, two rail lines, the Cincinnati/Northern Kentucky International Airport, the Licking and Ohio Rivers, a crude oil pipeline, large liquid propane storage cavern, weigh station (scales), and facilities which manufacture, store or use hazardous materials. This increases the probability of the occurrence of a hazardous materials incident within Kenton County.

Hazardous Materials planning is done in conjunction with the requirements of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 and the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980. Kenton County Homeland Security Emergency Management actively participates with the Northern Kentucky Emergency Planning Committee (NKEPC). The NKEPC is a Multi-County District Local Emergency Planning Committee (LEPC).

Some of the incidents which may occur in Kenton County could result in mass casualties and / or mass fatalities.

This EOP identifies Emergency Support Function (ESF) Coordinators for each of the 15 Emergency Support Functions. The ESF Coordinators expect that each Local government and Local department / agency with responsibilities identified in this EOP will have an individual available who is a decision maker fully empowered to commit their resources.

Kenton County and its cities are required by Chapter 39B.010 of the Kentucky Revised Statutes to create, support, and maintain a Local Emergency Management agency and program. Kenton County Homeland Security Emergency Management has been designated as the department responsible for the local comprehensive emergency management program.

The National Weather Service (NWS) sends critical data out through NOAA Weather Tone Alert Radios and local media, enabling Local governments to receive rapid warnings of impending severe weather.

### Assumptions

The Kenton County Homeland Security Emergency Management Director, or if unavailable one of the Deputy HSEM Directors, will act for the Chief Elected Official(s) to coordinate incident response by and between all County / Local agencies and all Local political subdivisions in accordance with KRS Chapter 39B.

Local resources will be made available to respond to incidents affecting any area of the county.

Local governments will fully commit their resources before requesting assistance from the region or the Commonwealth, but may be unable to satisfy all emergency resource requests during an incident.

Regional or Commonwealth of Kentucky assistance will be requested by the ESF 7 Resource Support Coordinator when incident response relief requirements exceed the County's capability. State assistance will be provided under the provisions of the National Response Framework (NRF).

The United States Federal government may provide funds and assistance in accordance with the National Response Framework (NRF) to areas of the County, especially for incidents declared major disaster areas by the President.

## HAZARD ANALYSIS AND ASSESSMENT

The Hazard Analysis for the County indicates no population area is hazard free. The vulnerability to these hazards offers a continuing threat (earthquakes, landslides, transportation accidents, and human actions). Many threats vary according to seasonal and climatic factors. The County covers 164 square miles, 2 square miles being made up of water, with a population of 159,720 (2010 Census). The terrain varies from rolling hills to flat farmland, encompassing urban, suburban and rural communities. Kenton County is bordered on the north by the Ohio River and the east by the Licking River with numerous tributaries feeding the rivers including the Banklick Creek. Flooding occurs mainly in the Banklick Creek tributary areas occasionally along the Ohio and Licking Rivers. Major transportation routes are Interstates I-75, I-71, and I-275; US Routes 25/42 and 127; Kentucky State Routes 8, 14, 16, 17, 177, 371, 536, 1072, 1303, 1486, 1829, 2042, 2043, 2046; along with rail traffic along the Norfolk Southern and CSX railroads. The Cincinnati/Northern Kentucky International Airport is located in Boone County on the border of Boone County and Kenton Counties with hundreds of flights departing and arriving daily. Natural gas pipelines of Columbia Gas cross the County. Hazardous facilities and storage areas are identified by the Northern Kentucky Emergency Planning Committee in ESF 10.

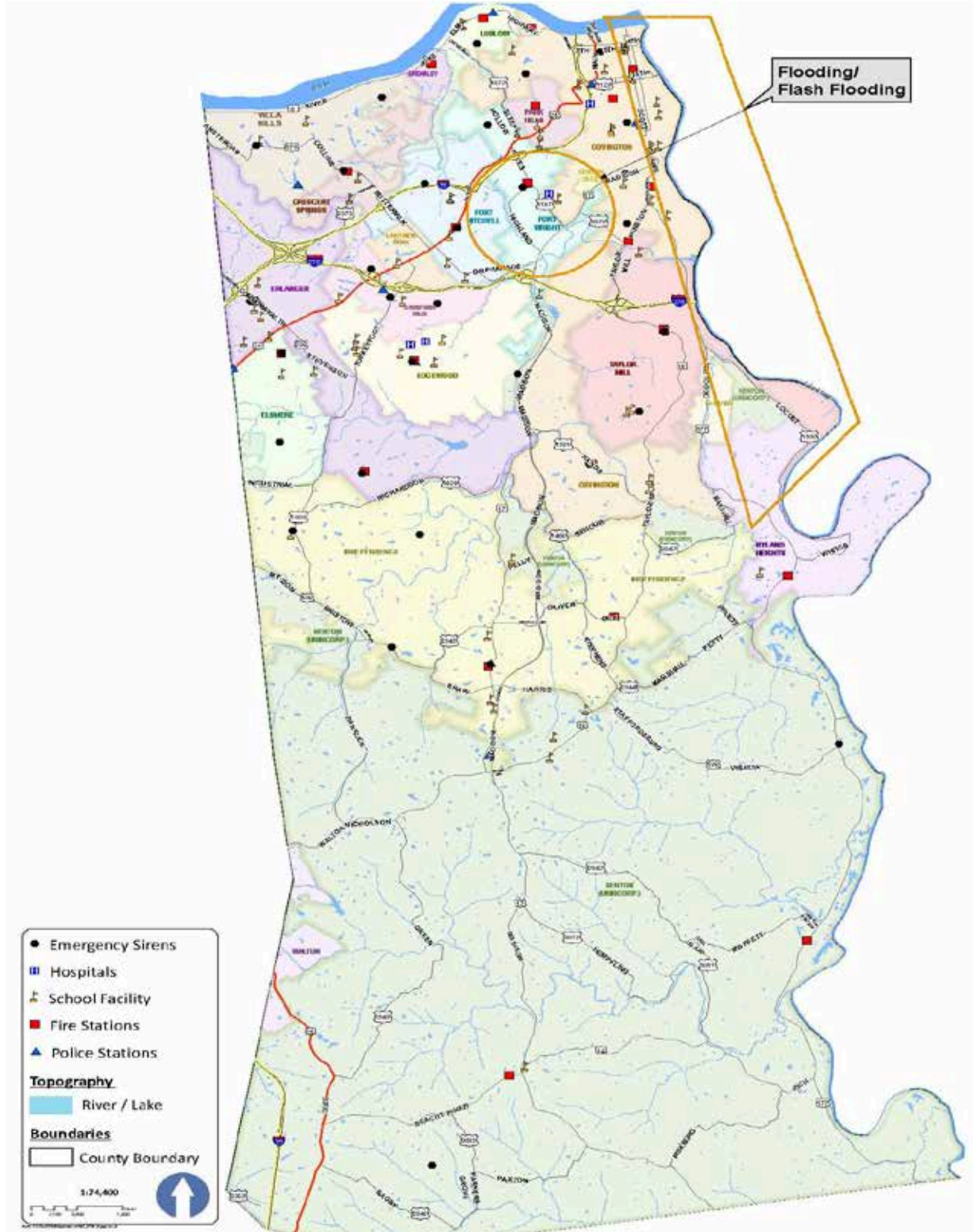
## KENTON COUNTY EMERGENCY OPERATION PLAN

### HAZARD MATRIX

Risk	Natural	Technological	Adversarial or Human Caused
<b>Severe Risk Hazards</b>	Flash Flooding Severe Thunderstorms Straight-Line-Winds	Digital/Information Technology Outages / Failures	Cyber/Digital Infrastructure Attack Mis, Dis, Mal-Information
<b>High Risk Hazards</b>	River Basin Flooding Tornadoes Landsides Pandemic	Industrial Accident Train Derailment	Digital Information / Technology Outages or Failures Utility Outages/Attacks Transportation Incidents Hazardous Materials Incidents
<b>Moderate Risk Hazards</b>	Winter Storms Energy Shortages / Outages Extreme Heat / Cold Temperatures Space Weather Epidemic	Utility Shortages / Outages Communication Outages Hazardous Materials Incidents Pipeline Explosion Train Derailment	Active Shooter / Hostile Event Response/Threat(s) Communication Outages Wildfires / Large Grass Fires Train Derailment
<b>Limited Risk Hazards</b>	Earthquakes Dam Failures Wildfires / Large Vegetation Fires Agriculture Incidents	Aircraft Crash Dam / Levee Failure Radiological Release	Civil Unrest / Riot Acts of Terrorism Aircraft Crash
<b>Low Risk Hazards</b>	Drought / Water Shortages	Urban Conflagration	Biological / Chemical Attack



## KENTON COUNTY HAZARD ANALYSIS MAP





## KENTON COUNTY EMERGENCY OPERATION PLAN

### Identified / Summarized Hazards for Kenton County

#### Severe Weather

- ✓ Thunderstorms (and related activity) – Quite frequent in our County. A severe thunderstorm may be accompanied by strong winds, hail or other phenomena. Lighting is the most deadly phenomena associated with thunderstorms.
- ✓ Winter storms – Due to its mild, temperate climate, Kenton County has experienced few severe winter storms. Occasionally severe ice and / or snowstorms do occur, but they are commonly light and of short duration. Severe weather conditions normally occur during January and February.
- ✓ Floods – Are probably the most common hazard to affect the State, and are usually more prevalent during spring and summer months. Two types of flooding have been identified: Flash Floods and River Basin (Riverine) Floods
- ✓ Flash Floods – Occur as the result of excessive rainfall over short periods of time. This type flooding is more prevalent, especially in eastern Kentucky, where incidence is abetted by the region's mountainous terrain and the many narrow gorges and riverbeds. There is also the potential for a dam failure which may cause localized flash flooding.
- ✓ River Basin (Riverine) Flooding – More common during winter and early spring (January to April). Flooding of this nature is common along the Ohio & Licking Rivers and its tributaries, major streams, and or along with other smaller streams.

#### Tornadoes

Tornadoes may occur in any part of the County, mainly during the months of March, April, and May, which also seems to have the most severe tornadoes. Tornadoes have been recorded in the state as far back as 1830, but they seem to have become more frequent in recent years. Injuries, damages and fatalities attributed to tornadoes have also been on the increase in recent years. The last tornado with significant damage, injuries, and four fatalities occurred on March 2, 2012 when an EF-4 Tornado struck in the Piner/Fiskburg area of Kenton County as students were preparing to board busses to return home for the day.

#### Earthquakes

The County is situated in an area which may be affected by an earthquake along the New Madrid Fault, located in the Western Kentucky / Western Tennessee / Southeast Missouri area along the Mississippi River. However, there are numerous lesser fault lines in and around Kentucky that could also affect Kenton County. The County has not been affected by an earthquake of major proportion since 1812, but there have been numerous tremors over the years to serve as reminders of this threat. Any major earthquake is expected to cause other problems such as releases of Hazardous Materials, Dam Failures, Road and Bridge Failure and Debris Management.

#### Landslides

With all the construction in the County the possibility of landslides exists. Landslides cause property damage, injury and death and adversely affect a variety of resources. Water

supplies, fisheries, sewage disposal systems, forests, dams and roadways can be affected for years after a slide event.

The negative economic effects of landslides include the cost to repair structures, loss of property value, disruption of transportation routes, medical costs in the event of injury, and indirect costs such as lost timber and lost fish stocks. Water availability, quantity and quality can be affected by landslides.

### Transportation Incidents

These accidents occur on a daily basis and pose a constant hazard to the County. They most commonly take the form of motor vehicle collisions involving two or more cars, objects, or persons. Railroad-crossing accidents represent a portion of these incidents. Air and water accidents are less frequent.

### Bridge Vulnerability

In Kenton County there are 5 major bridges that cross the Ohio River:

- ✓ Cincinnati Southern Bridge – Carries Norfolk Southern railroad traffic between Cincinnati and Ludlow. [39°05'54"N, 84°32'31"W](#)
- ✓ Brent Spence Bridge – A double decker cantilever truss bridge that carries Interstates 71 and 75 between Cincinnati and Covington [39°05'29"N, 84°31'21"W](#)
- ✓ C & O Railroad Bridge – Carries CSX railroad traffic between Cincinnati and Covington. [39°05'29"N, 84°31'10"W](#)
- ✓ Clay Wade Bailey Bridge – A cantilever bridge carrying U.S. Route 42 and U.S. Route 127 between Cincinnati and Covington. [39°05'28"N, 84°31'09"W](#)
- ✓ John A. Roebling Suspension Bridge – Spans the Ohio River between Cincinnati and Covington. [39°05'34"N, 84°30'36"W](#)

### Energy Related Hazards and Energy Shortages / Outages

- ✓ Natural gas / petroleum products – Present several potentially hazardous situations, primarily centered around transportation of these products in the County. Accidental rupture of pipelines can cause fires and / or explosions, resulting in property damage and possible injuries or loss of life. Another major hazard involves the accident potential within storage areas. The potential is especially great for fires and explosions in this area, when careless handling or improper use of fire can produce catastrophic accidents.
- ✓ Electrical transmission – Creates additional energy hazards. Rupture or breakage of transmission lines is probably the most common hazard; this may result in structural fires or loss of life.
- ✓ Power shortages / outages – A possibility that may be intensified by restrictions that could be placed on energy supplies nationwide. The County should have an energy allocations plan available in the event of such a situation.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### Water Shortages

The County water system can be affected by equipment failures or occasional drought, which may require voluntary conservation measures; The issuing of water advisories or mandatory conservation orders; And locating emergency pumps at other water systems. This occurs primarily during summer months.

### Hazardous Materials Incidents

The most serious threat comes from a transportation accident when chemicals or other hazardous materials are involved. These have the potential of affecting great numbers of people over large distances. Businesses that store or use hazardous materials on their property may pose a threat to life and property.

Kenton County has a high risk for hazardous materials incidents. Under Title II of Public Law 99-499, Emergency Planning and Community Right-to-Know Act of SARA, facilities that manufacture, store, or use one or more substances covered in Section 302 must report to the State Emergency Response Commission and the Northern Kentucky Emergency Planning Commission. A list of current facilities can be found in the Tier II reporting software/system. The Northern Kentucky Emergency Planning Commission provides Extremely Hazardous Substances Facility Emergency Response Plans to the State Emergency Response Commission annually for review and approval.

### Terrorism

Possible targets in the County include (Cincinnati/Northern Kentucky International Airport, transportation corridors including bridges, government centers, industrial locations, agricultural production sites, Malls and shopping centers, and large attendance and/or VIP attended events). While conventional weapons are most likely to be used there is also the possibility of CBRNE (Chemical, Biological, Radiological, Nuclear, Explosives) use. Other potential methods include the use of a motor vehicle as a weapon by driving into a crowd or use a knife or other sharp instrument as a weapon. CBRNE (Chemical, Biological, Radiological, Nuclear, Explosives) are agents that may be illegally employed to promote a specific philosophy or goal.

### Active Shooter / Hostile Event Response (ASHER)

The active shooter threat is real. While any location may be a potential target, past incident locations in the United States include schools, workplaces, churches, airports, theaters, Malls and other retail locations. An active shooter is an individual actively engaged in killing or attempting to kill people in a building or other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

### Public Health Emergencies

The potential exists for a serious public health emergency. This incident may involve Pandemic, Flu, other epidemiological outbreaks or Bioterrorism. The impact on the health care system in the County would be significant.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### Agricultural Incidents

Kenton County has a number of farms raising various crops and livestock. The potential exists for animal or crop disease from both natural occurrence and intentional exposure.

### Major/Catastrophic Event

There is the potential for any of the threats described above or other incidents to result in a major or catastrophic incident. Such an incident could quickly overwhelm the resources in Kenton County and necessitate a request for assistance from neighboring jurisdictions, the State and/or Federal governments.

### Civil Disturbance / Unrest

Under the rights guaranteed by the First Amendment to the United States Constitution, the public has the right to assemble in large numbers for the purpose of demonstrating their opinion. The government has the obligation to protect the public's First Amendment right by maintaining order and protecting lives and property during such assembly demonstrations.

Local governments allow for peaceful exercise of constitutional rights & privileges. Government permits, promotes, and supports the free expression of speech, ideas, views, and opinions by its community members. The cities and county are committed to rights of expression, affiliation, and peaceful assemblage. Citizens should be free to discuss, debate and express ideas and opinions in public or private forums as long as they do not disrupt daily routines and community functions.

Civil disorders and disturbances are human-caused events with the potential for causing damage. Although these events can be taken for granted since they occur infrequently, they often occur at times of already heightened societal tensions. Civil disturbances can be mitigated through shared planning responsibility among City/County governments, community leaders, business leaders, service organizations, and community members. The county maintains a separate support plan for "Civil Unrest" and a draft Incident Action Plan.

Any incident that disrupts a community where intervention is required to maintain Law and Order and or public safety is a civil disturbance. An assembly may be declared unlawful, pursuant to KRS 525.010(5). For the purposes of this document, the term civil disturbance can be used interchangeably with: · Civil Disobedience · Civil Disorder · Civil Unrest · Demonstration · Riot · Spontaneous Event · Unlawful Assembly ·

Any city or county department may be called upon to manage an emergency or crisis at public events or civil disturbances. Political rallies, demonstrations, strikes, or riots are examples of possible events that could cause agencies to respond quickly and outside of their normal operations. In periods of civil unrest, certain public and private facilities may be identified as likely targets for attack by individuals or groups either by fire, bombing, sabotage, looting, or a combination of these acts. Major routes of travel



## KENTON COUNTY EMERGENCY OPERATION PLAN

and/or public transportation must be identified and protected. Emergency evacuation routes or routes for emergency vehicles should be identified for use.

### Definitions:

Kentucky State Law, KRS 525.010(5): defines riot as a public disturbance involving an assemblage of five or more persons, which by tumultuous and violent conduct creates grave danger of damage or injury to property or persons or substantially obstructs law enforcement or other government function.

### Kenton County Specific Target Hazards

The definition of Target Hazards are primarily defined in Kenton County as critical infrastructure, high-life hazard occupancies, places of assembly, or has symbolic significant importance. Target hazards can pose specific risks to occupants, has significant importance to the county, and or can be a target for harm, extreme activism and or terrorism.

- ✓ Thomas More University
- ✓ Transit Authority Of Northern Kentucky
- ✓ Kenton County Government Center Building / Aka Kenton County Fiscal Court / Aka Kenton County Courthouse
- ✓ St. Elizabeth Healthcare Facilities
- ✓ Kenton County Justice Center
- ✓ IRS At Gateway Building
- ✓ Crestview Hills Town Center
- ✓ Congressional District Offices
- ✓ Petroleum Facilities / Tank Farms
- ✓ Gateway Community Technical College
- ✓ Mainstrasse Village / Clock Tower
- ✓ Ohio River & Licking River
- ✓ Cellular Telephone Towers / Systems
- ✓ Cathedral Basilica Assumption
- ✓ United States Post Office – Covington
- ✓ EHS Facilities And/or Large Chemical Storage & Manufacturing Facilities
- ✓ Cincinnati Bell Information Systems & Infrastructures
- ✓ Emergency Responder Communications Systems / Towers
- ✓ United States Federal District Court Building
- ✓ Critical Transportation Infrastructures
  - Interstates ~ I-75 / I-71 / I-275
  - I-71/I-75 Brent Spence Bridge
  - I-275 Bridge over Licking River
  - Clay Wade Baily Bridge
  - CSX RR Bridge
  - Norfolk Southern RR Bridge
  - John A. Roebling Suspension Bridge
- ✓ Northern Kentucky Convention Center & Rivercenter Convention Hotels (The Cincinnati Marriott At Rivercenter And Embassy Suites By Hilton At Rivercenter)
- ✓ Cincinnati / Northern Kentucky International Airport (Owned By Kenton County And Located In Boone County)
- ✓ Water / Waste Water Treatment Plants
- ✓ Owen Electric & Duke Energy - Gas Pipelines & Electrical Grid Systems Infrastructures
- ✓ Riverfest (WEBN Fireworks)



## KENTON COUNTY EMERGENCY OPERATION PLAN

### DIRECTION AND CONTROL

This plan provides the frame work for an integrated emergency management system which will support the mitigation, preparedness, response and recovery activities of a disaster incident which impacts, or may impact, residents and property in the County. The policies in this section provide for a centralized and coordinated response, and allocation of resources, using a command structure which is capable of adapting to changes in the situation.

In KRS 39B.010, the Kentucky Division of Emergency Management supports and encourages the joint establishment of a single Emergency Management Department for the entire County. The Kenton County Judge/Executive and the Mayors of cities located within the county have established the Kenton County Homeland Security Emergency Management agency with direct responsibility for the organization, administration, and operation of the local organization for emergency and disaster mitigation, preparedness, response and recovery.

The Kenton County Judge Executive and the Mayors retain legal responsibility for these functions in their jurisdiction. The Kenton County Judge Executive is responsible for emergency operations in the unincorporated areas of the County. The Mayor(s) is / are responsible for emergency operations within their own city limits.

In order for Kenton County to adequately respond to an incident, the Chief Elected Officials have established pursuant to KRS 39B.010 the Kenton County Homeland Security Emergency Management agency to develop the Emergency Operations Plan and to provide direction to Kenton County Emergency Operations Center (KCEOC) staff to coordinate government and private response to an incident. The KCEOC staff will operate from the Kenton County EOC under the direction of the Chief Elected Official(s) and Kenton County Homeland Security Emergency Management. ESF Coordinators will report to the EOC as requested.

The Kenton County HSEM Director shall maintain a list of EOC Staff, their contact information and an "Alert Roster" of Chief Elected Officials and Emergency First Responder Services leadership that includes emergency contact information such as addresses, phone numbers and email addresses.

While operating in an activated EOC, each ESF Coordinator will act as a point of contact for field personnel and coordinate all resource requests and incident information through the KCEOC.



# KENTON COUNTY EMERGENCY OPERATION PLAN

## CONCEPT OF OPERATIONS

The Commonwealth's comprehensive emergency management system, as created by KRS 39A, recognizes three distinct types of incidents:

**Emergency:** Any incident or situation which poses a major threat to public safety so as to cause or threaten to cause loss of life, serious injury, significant damage to property, major harm to public health or the environment, and which a local emergency response agency determines is beyond its capabilities.

**Disaster:** Any incident or situation declared as such by Executive Order of the Governor or the President of the United States.

**Catastrophe:** A disaster or series of concurrent disasters which adversely affect the entire Commonwealth of Kentucky, or a major geographical portion thereof.

### I. General

All incidents within the County begin with an initial level of response and will escalate in accordance with the requirements of the incident.

In the event of an incident local public safety agencies will respond in accordance with the needs of the incident and request additional support as needed through existing local mutual aid and automatic aid agreements. Should Regional, State and/or Federal assistance be required such assistance will be requested only through Kenton County Homeland Security Emergency Management.

### OPERATIONAL / INCIDENT PRIORITIES / PRIORITY AND COMMAND EMPHASIS:

#### Operational Priorities

Irrelevant to the type of threat, hazard, incident, or event, there has to be a prioritization of response, recovery, and KCEOC operations. This priority is based on the belief that human life is the most precious of all commodities and resources, followed by safety and health/wellbeing, then that of the environment and property. Therefore, these operational priorities are used to guide all response and recovery efforts (in priority order):

- 1) Life
- 2) Safety
- 3) Health / Wellbeing
- 4) Coordination Among all Levels of Government
- 5) Sustain / Restoration of Essential Functions and Services
- 6) Environmental Protection
- 7) Property Conservation and Protection
- 8) Restoration of Non-Essential Functions and Services
- 9) Recovery - Return to Normalcy





## KENTON COUNTY EMERGENCY OPERATION PLAN

Incident Priorities: (in priority order);

- 1) Life Safety, Health, Wellbeing And Protection of Human Life;
- 2) Incident Stabilization;
- 3) Preserving and Protecting the Environment & Property Conservation;
- 4) Return to Normalcy

Priority Emphasis:

- 1) Safety, Security, Protection, Health & Welfare of First Responders and Civilian Population
- 2) Respond, Confine, Contain, Control, Extinguish, Treatment & or Mitigation Of Emergencies, Violations, & or Hazards/Threats
- 3) Preserve & Protect The Environment, Critical Infrastructures/Facilities, Right-A-Ways And Public And Private Property
- 4) Risk / Threat / Attack Planning, Prevention, Protection, Promotion & Education
- 5) Ensure Unity of Operations & Common Operating Picture through interoperability, Inter/Intra-Agency Communication, Coordination, Collaboration, Cooperation, Support, & Information Sharing with Cities, County, and other Partners

Command Emphasis (Minimum for all incidents):

- 1) Safety, Security, Protection & Welfare of First Responders and Civilians
- 2) Ensure Incident Action Plans Objectives And Priorities Are Met
- 3) Provide Emergency Medical Care As Needed
- 4) Maintain Situational Awareness
- 5) React And Respond To Assistance Immediately
- 6) Take Reasonable Action To Prevent Harm And Property Damage
- 7) Encourage Safety Precautions
- 8) Protect And Limit Environmental Impacts
- 9) Communicate Promptly And Effectively to City/County Officials, Responders and Community Members
- 10) Rule-Of-Law ~ Enforcement of Current Laws, Regulations, Codes, And Ordinances
- 11) Fulfil Agency And Discipline Specific Statutory Requirements & Obligations
- 12) Identify, Protect And Secure Critical, Sensitive And Vital Infrastructures & Facilities
- 13) Promote Individual Wellbeing and Self Care Practices
- 14) Adhere To Agency Guidelines, Protocols, Policies And Procedures
- 15) Thwart Unsafe & Bad Behaviors
- 16) Report And React To Significant Intelligence Discoveries And Unusual Activity
- 17) Ensure Unity of Effort And Operations With Partners
- 18) Communicate, Cooperate, Collaborate, And Coordinate With Partners
- 19) Review And Familiarize plans, IAP's, Safety Messages And Medical Plans
- 20) Monitor Hazards / Threat Streams
- 21) Provide Resource Support to Command Center(s) And On-Scene Personnel As Needed or Necessary



## KENTON COUNTY EMERGENCY OPERATION PLAN

### II. Continuity of Government

Succession of County and City elected officials will be in conformity to Kentucky Revised Statutes (KRS).

Each County and City Department Head will designate a Deputy to act in their place during an emergency.

When displaced to another building by an incident, prompt action will be taken by all agencies to re-establish their offices at their normal site as soon as possible.

Destruction caused by an incident can cover a large or small area. County and City buildings may be partially or totally destroyed. Destruction of government property and records does not end the responsibility of government to provide prompt and timely services.

***Continuity of government will be maintained in the County through:***

- ✓ Utilization of all available resources and manpower.
- ✓ The pre-designation of alternates to key County and City officials.
- ✓ The identification and appointment of standby officers to various County and City Boards and committees.
- ✓ The selection and preparation of alternate sites for government.
- ✓ The preservation of vital records, i.e., papers, maps, books, and computer tapes needed for government to function. To ensure that vital records of the county are preserved and that local government continues to function during or following an incident.

### III. Kenton County Emergency Operations Plan (EOP) Implementation

This Plan will be implemented when an emergency has been declared by the Chief Elected Official(s), or their designee, and / or an incident is considered imminent or probable and the implementation of the Plan and the activation of the County Emergency Operations Center (EOC) are considered a prudent proactive response to the impending incident.

#### Execution of Plan

This plan is effective for planning and operational purposes when:

- ✓ An incident occurs or is imminent.
- ✓ An emergency is declared by the Chief Elected Official(s) or their designee.
- ✓ Directed by the HSEM Director, Deputy HSEM Director or designee.

## IV. Phases of Emergency Management

### Prevention & Mitigation:

Activities designed to eliminate or reduce risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.

Examples of mitigation measures include:

- ④ Zoning and building codes
- ④ Floodplain buyouts
- ④ Analysis of hazard-related data to determine where it is safe to build or locate temporary facilities
- ④ Efforts to identify and prepare temporary facilities
- ④ Efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

### Preparedness:

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government, private-sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Normal readiness and preparedness operations include:

- ④ Selecting and training staff and emergency response personnel
- ④ Developing operations plans
- ④ Designate and equip an EOC
- ④ Develop procedures and skills to effectively respond to emergencies and disasters.

### Response:

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and execution of incident mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes.

As indicated by the situation, response activities include:

- ④ Applying intelligence and other information to lessen the effects or consequences of an incident
- ④ Increased security operations



## KENTON COUNTY EMERGENCY OPERATION PLAN

- ④ Continuing investigations into the nature and source of the threat
- ④ Ongoing public health and agricultural surveillance and testing processes
- ④ Immunizations, isolation, or quarantine
- ④ Specific law enforcement operations aimed at preempting, interdicting or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

### Recovery:

Activities designed to return the area to normal as soon as possible. This phase may extend for a lengthy time depending upon the effects of the incident and the resources available to cope with them. It is not unusual for this period to take more than 5 years.

Recovery involves the development, coordination and execution of restoration plans for services and sites in impacted communities, and the reconstitution of government operations and services through individual, private-sector, non-governmental and public assistance programs that:

- ④ Identify needs and define resources
- ④ Provide housing and promote restoration
- ④ Address long-term care and treatment of affected persons
- ④ Implement additional measures for community restoration
- ④ Incorporate mitigation measures and techniques, as feasible
- ④ Evaluate the incident to identify lessons learned
- ④ Develop initiatives to mitigate the effects of future incidents.

### V. Emergency Operations Center (EOC or KCEOC)

This is the physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. It may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g. Federal, State, Regional, County, and City) or by a combination thereof. The EOC serves as the point for collection, analysis and dissemination of disaster related information for response agencies and the public.

The Kenton County EOC will utilize the National Incident Management System (NIMS) to:

1. Provide for the safe and effective management of the incident through coordination with the on scene Incident Commander(s);
2. Provide direction, control and coordination of resources during emergency operations;
3. Ensure the efficient use of all resources to protect lives, the environment and property;



## KENTON COUNTY EMERGENCY OPERATION PLAN

4. Collect, process and disseminate information about an actual or potential emergency.

**Agency Operations Centers (AOC)** – The AOC’s are the County agencies’ versions of the KCEOC. These additional operation centers allow the agencies involved in the emergency or incident to engage their subject matter experts, communications capabilities, and resource management teams in supporting the goals and objectives of the overall response and operations plans. An AOC works directly with their ESF liaison in the KCEOC and coordinates with local internal response elements, districts, and community agencies.

**Department Operations Center (DOC)** - Local agencies may choose to activate a Departmental Operations Center to coordinate resources within their specific jurisdiction or operational area. The DOC should be located at the department / agencies usual place of business – not at the EOC. DOC’s should not prevent or limit the department or agency from full participation in County EOC operations as required. A DOC works directly with their ESF liaison in the KCEOC and coordinates with local internal response elements, districts, and community agencies.

- On-Scene Command Posts may be established in the emergency / disaster area and staffed by appropriate agencies and organizations.
- In the event of a large-scale emergency or disaster, a Joint Information Center (JIC) may be established within the Kenton County EOC or at another location nearby.

### VI. EOC Activation Procedures

1. The Kenton County EOC may be activated in response to natural, technological and human caused incidents or any significant or potential event which endangers public health, safety or well-being and/or public property, or which disrupts essential community services.
2. The Kenton County EOC may be activated to support emergency operations within Kenton County by the Kenton County Homeland Security Emergency Management Director, or when requested by the Kentucky Division of Emergency Management to support response/recovery operations in another part of the Commonwealth.
3. When conditions warrant the County Judge-Executive (or designee) or a City Mayor (or designee) will order the activation of the Kenton County EOC and declare that a local State of Emergency exists. At this point, the Kenton County EOC will coordinate emergency response operations countywide and/or citywide.
4. All requests to activate the Kenton County EOC are directed to the Kenton County Homeland Security Emergency Management Director (or if unavailable the Deputy EM staff). After Hours HSEM staff can be reached through the Kenton County Emergency Communications Center. The Kenton



## KENTON COUNTY EMERGENCY OPERATION PLAN

County EOC will be activated based on the emergency activation level established by the Homeland Security Emergency Management Department and or KCEOC Policies.

5. Self-triggering – In the event of an emergency impacting the community if ESF Coordinators are unable to make contact with the Homeland Security Emergency Management Director, Kenton County Emergency Communication Center or the EOC the primary ESF Coordinators should report to the EOC.

### VII. Virtual Emergency Operations Center (VEOC) / Virtual Monitoring

This is a virtual location or activity at which the coordination of information and resources to support domestic incident management activities normally takes place. It may be a temporary location or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. VEOC's may be organized by major functional disciplines (e.g. Federal, State, Regional, County, and City) or by a combination thereof. The EOC serves as the point for collection, analysis and dissemination of disaster related information for response agencies and the public.

- Monitoring, supporting, and managing normal daily readiness steady state, incident and or threat activities via virtual mediums that includes one or more of the following apparatuses: situational awareness reports or observations, telephone, audio & video camera / footage, intelligence & surveillance reports, media broadcast, digital technologies (including internet, Internet of Things (IoT), computer networks, telephonic and video teleconference calling, digital emergency two-way radio operations, software's (WebEOC network, GIS/ESRI systems, computer aided dispatch (CAD) records), social media, email, personal / mobile device technology, text messaging, etc.), etc.
- Virtual activities can organize within traditional Emergency Operation Centers and / or off site satellite locations in Real-Time. Satellite locations can include but are not limited to command apparatus, office, conference room, private dwelling, etc.
- Virtual Operations Support Team (VOST) - Monitors Social Media Feeds / Activity. May also assist with VEOC Monitoring Activities & Operations. Missions to include publishing accurate, factual information and limiting Mis, Dis, Mal-Information (MDM).



## KENTON COUNTY EMERGENCY OPERATION PLAN

Kenton County Emergency Operations Center Facilities / Location(s):

### **The Primary KCEOC is located at:**

- Ø Kenton County Government Center, 1840 Simon Kenton Way, Covington, KY 41011 on the Second Floor/North Tower (Room 2011 - EOC Room).

### **Alternate KCEOC locations are:**

- Ø Erlanger Fire / EMS Department Station 1, 515 Graves Avenue, Erlanger Ky 41018
- Ø Kenton County Detention Center, 3000 Decker Crane Lane, Covington, Ky 41017

The primary KCEOC encompasses an operational area of approximately 2,000 square feet in a twin five-story structures with the EOC in the North Tower. This space includes storage facilities, emergency dispatch communications room, access to adjoining fiscal court chambers and conference rooms, a kitchenette and restroom facilities. An emergency generator, one specifically for north tower provides emergency back-up power. Fifteen Lap Top computer stations can be connected to an Emergency Operations Center Server in the Kenton County Government Center for each of the Emergency Support Functions (ESF).

There are multiple displays incorporated into the EOC. An Overhead Projector will be utilized to display the most current Situational Awareness dashboard information and / or local weather information including radar.

There are also three TV / computer monitor displays in the EOC for displaying:

- Ø KCECC Computer Aided Dispatch (CAD) system.
- Ø Planning and Development Services of Kenton County Geographic Information System (GIS) mapping images.
- Ø Local / National news reports.

These systems can also connect to an overhead LCD display projectors that will allow for the EOC staff to obtain immediate situational awareness and information on the status of the incident / event and public safety resources.

### **Main Emergency Operation Center contact numbers:**

Kenton County Homeland Security Emergency Management

- Ø HSEM Main Business – (859) 392-1488
- Ø HSEM Office Fax Line (859) 392-1489
- Ø HSEM Conference (Room 2072) – (859) 392-1408



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### Emergency Dispatch Communications Room:

- Ø Emergency Dispatcher (LEO) – (859) 392-1490
- Ø Emergency Dispatcher (Fire/EMS) – (859) 392-1491
- Ø KCEOC / Dispatch Fax – (859) 392-1499
- Ø Satellite Phone –

### Emergency Operations Center:

- Ø Unified Command – (859) 392-1492
- Ø Command Fire – (859) 392-1493
- Ø Command LEO – (859) 392-1494
- Ø Operations Section Chief – (859) 392-1495
- Ø Operations LEO/Fire – (859) 392-1496
- Ø Planning – (859) 392 – 1497
- Ø Logistics – (859) 392 – 1498
- Ø Finance / Administration – (859) 392-1498
- Ø HSEM Director/EOC Floor Manager – (859) 392-1481
- Ø Deputy HSEM Director / EOC Floor Manager – (859) 392-1482
- Ø Command Conference Room – (859) 392-1402

Additional phones and phone lines are available from each of the Kenton County Fiscal Court (KCFC) and the Planning and Development Services of Kenton County (PDS) employee work stations. Most phones from the Kenton County Government Center located at 1840 Simon Kenton Way can be utilized within the KCEOC if necessary.





# KENTON COUNTY EMERGENCY OPERATION PLAN

## Emergency Operations Center Activation Levels

Activation Level		Description
<b>3</b>	Normal Operations / Ready/Steady State	<ul style="list-style-type: none"> <li>Activities that are normal for the EOC when no incident or specific risk or hazard has been identified.</li> <li>Routine watch and warning activities if the EOC normally houses this function (including Virtual Monitoring).</li> </ul>
<b>2</b>	Enhanced Steady-State / Partial Activation	<ul style="list-style-type: none"> <li>Certain EOC team members / organizations are activated to monitor a credible threat, risk, or hazard and / or to support the response to a new and potentially evolving incident.</li> </ul>
<b>1</b>	Full Activation	<ul style="list-style-type: none"> <li>EOC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat.</li> </ul>
<p><b>Virtual Monitoring / Virtual Emergency Operations Center (VEOC)</b></p> <p>(Virtual Monitoring and or Virtual Emergency Operations Center can occur at any activation level or standalone)</p>		<ul style="list-style-type: none"> <li>Monitoring, supporting, and managing normal daily readiness steady state, incident and or threat activities via virtual mediums that includes one or more of the following apparatuses: situational awareness reports or observations, telephone, audio &amp; video camera / footage, intelligence &amp; surveillance reports, media broadcast, digital technologies (including internet, Internet of Things (IoT), computer networks, telephonic and video teleconference calling, digital emergency two-way radio operations, software's (WebEOC network, GIS/ESRI systems, computer aided dispatch (CAD) records), social media, email, personal / mobile device technology, text messaging, etc.), etc.</li> <li>Virtual activities can organize within traditional Emergency Operation Centers and or off site satellite locations in Real-Time. Satellite locations can include but not limited to command apparatus, office, conference room, private dwelling, etc.</li> </ul>
<p><b>Virtual Operations Support Team (VOST)</b>  <b>(Monitors Social Media Feeds / Activity. May also assist with VEOC Operations)</b></p> <p>A VOST can be establish to monitor and potentially respond to social media activity related to an incident.</p>		
<p>Time-Phased Activation ~ As the size, scope and complexity of the incident grow, the level of activity within an EOC often grows. Key personnel normally include the KCHSEM Director, EOC Floor Manager, EOC Support staff, Law Enforcement, Fire and EMS representatives that perform public affairs, situational awareness, resource management and planning.</p>		



## KENTON COUNTY EMERGENCY OPERATION PLAN

### VIII. Organization and Assignment of Responsibilities

#### General

Local Government has the responsibility, through the Emergency Management Director, for mitigation, preparedness, response and recovery. This section identifies the organizational structure of the County jurisdiction during emergency operations. Each major organizational section is discussed individually with a statement that defines how the various sections will coordinate with one another upon activation.

This section also identifies who is responsible for directing County departments / organizations to implement their plans and procedures / guidelines and, if delegated, who has responsibility for coordinating overall State / Local responses to incidents.

- ✓ The Local Chief Elected Official(s) (County or City), or the HSEM Director, may activate the EOC.
- ✓ The EOC Standard Operating Procedures (EOC-SOP's), which describe the activation, staffing and operations of the EOC, are developed and maintained by Kenton County Homeland Security Emergency Management. They will be followed for all activations of the EOC, and are located at the primary EOC.
- ✓ The Primary and Alternate EOC locations have emergency generators so that 24-hour operations can be maintained. Currently the emergency generators are tested and maintained on a regular schedule, and have enough fuel to operate uninterrupted for a period of five (5) twenty-four hour days.
- ✓ The EOC is equipped to provide the agencies and officials with communications to their offices, field units, disaster sites, and other locations. Systems include commercial telephone systems, local radio circuits, and the amateur radio service (if available) (See ESF #2).
- ✓ When requested by Kenton County, the Kentucky Division of Emergency Management (KyEM) will initiate and coordinate the response operations of State agencies assisting the county.
- ✓ A roster of the EOC staff, including their emergency contact information, will be maintained by Kenton County Homeland Security Emergency Management.

***All responses shall utilize an Incident Command or Incident Management System as outlined in KRS 39A.230.***



## KENTON COUNTY EMERGENCY OPERATION PLAN

### IX. Emergency Operations Center Organization

The Kenton County EOC will coordinate the information, planning, operations and resource activities at the local and county level. The EOC shall utilize an Incident Command or Incident Management System as outlined in KRS 39A.230. The EOC will also follow the National Incident Management System (NIMS) guidelines. See the Kenton County EOC Standard Operating Guidelines for additional details on EOC organization.

#### 1. EOC Management

In KRS 39B.010, the Kentucky Division of Emergency Management supports and encourages the joint establishment of a single Emergency Management Department for the entire County. The Kenton County Judge/Executive and the Mayors have established the Kenton County Homeland Security Emergency Management (HSEM) Department with direct responsibility for the organization, administration, and operation of the local organization for emergency and disaster mitigation, preparedness, response and recovery. The County Judge/Executive and the Mayors retain legal responsibility for these functions in their jurisdiction.

The EOC Management staff is responsible for the strategic direction of local and county level operations. It performs or supports the command function and may include representation from other county agencies or jurisdictions. Mutual aid liaison at the policy level is established here. Strategic direction is articulated from the Management Group. The Management Group consists of the following members:

- (1) Director of Kenton County Homeland Security Emergency Management
- (2) Kenton County Judge Executive / County Administrator
- (3) City Mayor(s) / City Administrator(s) / Coordinator(s)
- (4) Public Information Officer

The EOC Management Group includes the Public Information Officer (PIO):

- (1) The PIO is responsible for all contact with the media including compiling media releases and conducting media briefing.
- (2) A Joint Information Center (JIC) may be established and managed by the PIO for a significant incident or when necessitated by state and/or federal officials responding to Kenton County for an emergency or disaster. The JIC is responsible for jointly processing and disseminating emergency public information.
- (3) Rumor Control/Public Inquiry may be established to receive and respond to public inquiries regarding the disaster. Information to be released will be provided by the EOC PIO and/or the JIC.



## KENTON COUNTY EMERGENCY OPERATION PLAN

- (4) The EOC PIO and/or ESF 15 Public Information may establish a Virtual Operations Support Team (VOST) to monitor and potentially respond to social media activity related to an incident.

The EOC Management Group may include a Liaison Officer who is tasked with receiving incoming department/agency representatives and assisting them with provision of work space, supplies and support as needed.

The EOC Management Group may include a Safety Officer who is tasked with working with Safety Officers at the field incidents to ensure the safety of all personnel responding to the incident.

### 2. Operations Section

- a. The Operations Section is responsible for coordination of incident response. This section accomplishes liaison with tactical level mutual aid agencies. The Operations Section monitors and assesses current operational conditions, shortfalls, and unmet human needs. The Operations Section is composed of the ESF Coordinators needed to manage and/or provide support for the incident.
  - (1) Operations Section Chief: Deputy Director, Kenton County Emergency Management
  - (2) ESF 1 - Transportation Coordinator
  - (3) ESF 3/12 – Infrastructure Management Coordinator
  - (4) ESF 4 - Firefighting Coordinator
  - (5) ESF 6 – Mass Care and Sheltering Coordinator
  - (6) ESF 8 – Public Health Coordinator
  - (7) ESF 9 – Search and Rescue
  - (8) ESF 10 - Hazardous Materials Coordinator
  - (9) ESF 11 – Agriculture
  - (10) ESF 13 - Law Enforcement Coordinator
  - (11) Other federal, state, county or local representatives.

### 3. Planning Section

- a. The Planning Section coordinates elements of information to provide incident analysis. The Planning Section is responsible for monitoring and reporting the current situation status and projecting and planning for possible incident developments in the future. It has the primary responsibility for the production of EOC Action Plans and works directly with other Kenton County EOC staff elements to coordinate operational requirements. The Planning Section is responsible for maintaining documentation of the EOC operations.



## KENTON COUNTY EMERGENCY OPERATION PLAN

- b. The Planning Group consists of the following members:
  - (1) Planning Section Chief: Deputy Director, Kenton County Emergency Management.
  - (2) Representative from other ESFs as needed
  - (3) ESF 14 – Long Term Recovery Coordinator
  - (4) Other local/county/state/federal agency representatives.

### **4. Logistics Section**

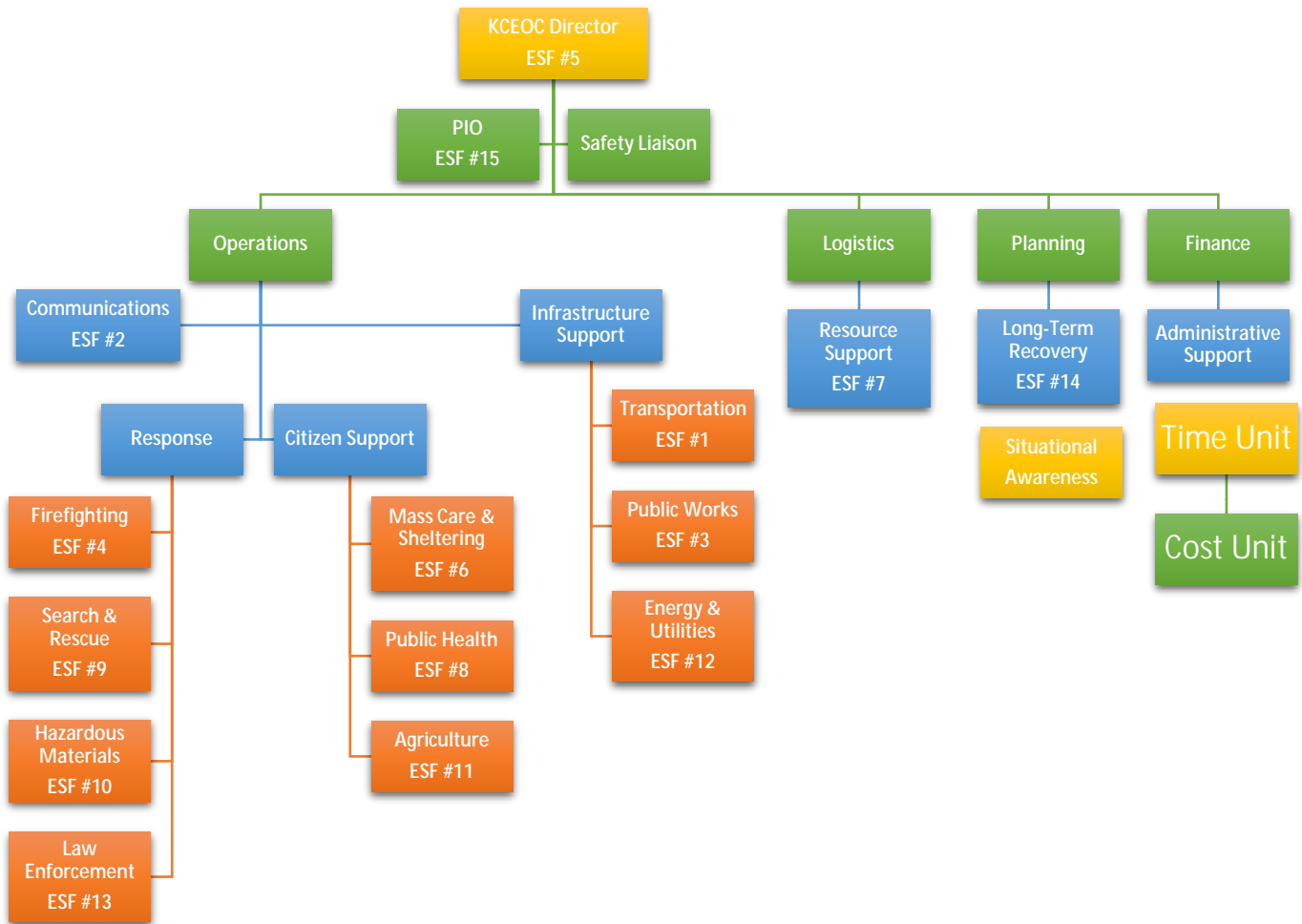
The Logistics Section coordinates personnel, resources, communications augmentation, supplies, etc. required to support response to the incident. The elements of the Logistics Section are information management; resources support, and supply procurement, fiscal services and other EOC support. Requests for assets, whether internal or external, are prioritized, validated and processed by this group. Logistics maintains the documentation of the resources requested and deployed for the incident. This group consists of the following members:

- (1) ESF 7 Resource Support Coordinator
- (2) ESF 2 - Communications Coordinator
- (3) Other support staff as required.

### **5. Finance & Administration Section**

The Finance & Administration Section handles the financial aspects of the incident. The Section will handle emergency procurement of assets needed for to manage the incident. The Finance Section will maintain a record of all expenditures. The Section will also provide reports of total expenditures to the Command Staff as requested.

**EOC ORGANIZATIONAL CHART**



**Command and Control Section**

Under KRS 39B.020, the County Judge Executive of each County and the Chief Executive of each City, Urban-county or Metropolitan government shall appoint an Emergency Management (EM) Director who has direct responsibility for the organization, administration, and operation of the local disaster and emergency response. All of the Mayors in Kenton County have chosen to appoint a single Director and agency (Kenton County Homeland Security Emergency Management) to serve their jurisdictions. All Chief Executives retain legal responsibility for development and implementation of the emergency preparedness program.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### X. Roles and Responsibilities

This section describes general emergency roles and responsibilities of Local, State, and Federal government agencies, as well as those for business and non-governmental agencies supporting, preparing for, responding to, and recovering from an incident.

NIMS is the primary incident management system used by all agencies, private and public, government, and non-government, when responding to an incident. The only exception to this requirement is when the KY National Guard must operate outside of NIMS to avoid compromising operational missions or disrupting military command authority.

Agencies responding to an incident establish a NIMS incident command or integrate with an established unified command and operate in accordance with the rules and regulations as established by NIMS.

#### Role of Federal Government

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Framework (NRF) to facilitate the delivery of resources for significant emergencies and disasters.

#### Role of the Commonwealth of Kentucky

The Commonwealth of Kentucky, through its Emergency Management Plan and Emergency Operations Center, shall coordinate all emergency management activities of the State to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.

State government departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of State and Local government emergency operations.

#### Role of Local Government

The following are basic responsibilities for emergency management operations provided by and through the County. Detailed responsibilities and essential activities are found in the appropriate Emergency Support Functions (ESF's) and appendices to this document. Department level operation procedures detail how individual departments shall perform their responsibilities as delineated in this basic plan, ESF's and appendices.

- The County has the responsibility for disaster mitigation, preparedness, response, and recovery for unincorporated areas of the County, and a County-wide responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political jurisdictions.

- ④ Municipal governments are responsible for providing mitigation, preparedness, response, and recovery within their jurisdictions, except where contracts or agreements with the County are in place for such services.
- ④ Various response agencies are responsible for their own different communications systems.
- ④ Each department in the County has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response and recovery.

***All County and City Departments (including judicial & legislative organizations) shall:***

- ④ Ensure that all employee work areas are safe, clear of equipment and supplies that may compromise access / egress routes, and that no equipment or supplies can injure employees.
- ④ Participate in emergency management training, drills and exercises to test County plans and procedures.
- ④ Train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response.
- ④ Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving and storage areas, etc.).
- ④ Ensure adequate disaster supplies and equipment are available for department staff.
- ④ When appropriate, develop mutual support agreements with similar departments or organizations in other jurisdictions.
- ④ Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions and estimated time to open for business.
- ④ Provide department resources (supplies, equipment, services, and personnel) as coordinated through the EOC.
- ④ Develop and implement procedures to document all costs of disaster response and recovery.

***The County Judge Executive and Mayor(s) shall:***

- ④ Formulate major policy decisions.
- ④ Preserve the continuity of the Executive branch of County government.
- ④ Coordinate emergency operations and provide liaison, as required.
- ④ Coordinate and manage the use of all available resources.
- ④ Make emergency proclamations when needed.
- ④ Request Mutual Aid when needed.
- ④ Request support from the Commonwealth of Kentucky Emergency Management Division.





## KENTON COUNTY EMERGENCY OPERATION PLAN

### ***The County / City shall:***

- ④ Provide for continuity of the County government in order to continue legislative duties.
- ④ Pass ordinances and motions pursuant to emergency proclamations and authorize appropriate revenue and expenditures as needed for disaster mitigation, preparedness, response and recovery.
- ④ Conduct public meetings and actions to assist in reassuring and informing the public, and to help identify public needs.
- ④ Provide for auditing of the emergency financial operations of County government and for emergency performance audits.
- ④ Assist in the dissemination of public information and emergency information through County offices, coordinated with the Emergency Operations Center and Public Information Officers of affected jurisdictions.
- ④ Direct citizen's requests for assistance to appropriate governmental agencies.
- ④ Provide public information officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- ④ Re-establish County operations.
- ④ Provide resources (supplies, equipment, services, and personnel) as coordinated through the EOC.
- ④ Support response and recovery activities as required.

### ***The County Property Valuation Administrator shall:***

- ④ Assess property damage and provide assessments to the County Judge Executive and Emergency Operations Center (EOC).
- ④ Provide information to the Office of Emergency Management for damage assessment reports.
- ④ Assist in the preparation of public information on property damage.
- ④ Provide department resources (supplies, equipment, services, and personnel) as coordinated through the EOC.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Provide representatives to the EOC when required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### ***The County Attorney shall:***

- ④ Advise County government officials on legal matters relating to emergency management authority and responsibility.
- ④ Represent County government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.
- ④ Provide department resources (supplies, equipment, services, and personnel) as coordinated through the EOC.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Provide representatives to the EOC when required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.

### ***Presiding Judge, Circuit / District Courts shall:***

- ④ Provide for continuity of Administrative Office of the Courts (AOC) operations.
- ④ Continue to operate the judicial courts as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
- ④ Perform coordination with other Divisions, County Probation Division, Health and Human Services, Prosecuting Attorney, and Adult and Juvenile Detention to insure efficient trial operations.
- ④ Provide department resources (supplies, equipment, services, and personnel) as coordinated through the EOC.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Provide representatives to the EOC when required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### ***Finance Officer shall:***

- ④ Provide assistance in the preparation of County government emergency operating reports by providing budgetary, fiscal and program development analysis and data relevant to emergency operations and management provided by County government.
- ④ Provide department resources (supplies, equipment, services, and personnel) as coordinated through the EOC.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Provide representatives to the EOC when required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- ④ Provide assistance in emergency financial management and preparation of County government emergency financial reports.
- ④ Provide for the receipt, disbursement and accounting of Federal and other funds provided to County government for emergency welfare services.
- ④ Provide emergency procedures for purchasing of equipment and supplies needed by all County Departments and other outside governmental agencies required to provide County government emergency services.
- ④ Plan for and develop procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section.
- ④ Appoint a trust officer for unclaimed funds from estates.
- ④ Return office division and/or department activities to normal levels unless involved with recovery.

### ***Director, Office of Homeland Security Emergency Management shall:***

- ④ Establish and manage the Emergency Operations Center (EOC).
- ④ Advise and assist County officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- ④ Act as coordinating agent and prepare requests for emergency resources to the Commonwealth of Kentucky Division of Emergency Management or Federal agencies.
- ④ Provide advice and assistance for the preparation and dissemination of emergency information.
- ④ Collect emergency operations information, analyze data, and prepare operational reports.

- ④ Coordinate with the Department of Military Affairs and Commonwealth Office of Technology to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements of County government.
- ④ Maintain, operate, coordinate and recommend the appropriate use of Emergency Alert System (EAS) messages through the National Weather Service as it pertains to the County.
- ④ Advise executive heads of political subdivisions within the County on direction and control of their emergency operations, coordination with County operations and plans.
- ④ Assist the Applicant Agent for the County in the recovery process following a Presidential declared disaster.
- ④ Advise County officials on emergency administrative and recovery procedures and requirements.
- ④ Develop and coordinate the preparation and use of emergency plans necessary to County government's ability to accomplish the essential emergency management phases of mitigation, preparedness, response and recovery.
- ④ Advise and assist County officials in obtaining and using military support to civil authority.
- ④ Coordinate between telephone companies and the three Communications Centers to assure high quality and continuous operation of the 911 system, and the timely restoration of 911 services in the event of service disruptions.

***Manager of Human Resources shall:***

- ④ Serve as the ESF 7 Resource Support Coordinator.
- ④ Provide for the recruitment, allocation, and general management of labor forces required during emergency operations, to include managing the staffing requirements of the EOC.
- ④ Provide for the identification, recruitment, and allocation of County employees for emergency operations in coordination with directors of County departments.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### ***County Clerk, Fiscal Court Clerk and City Clerk(s) shall:***

- ④ Establish, and make available to County agencies, services for the protection of Vital Records; Consult with other agencies regarding the management of Vital Records.
- ④ Provide agencies with guidelines for recovery of records after an emergency, and assist agencies in the recovery of damaged records after an emergency when feasible.
- ④ Provide resources for elections as soon as feasible.
- ④ Provide selected personnel and vehicles for courier and messenger service to the EOC, as required.
- ④ Provide animal control services and shelters within the extent of department resources.
- ④ Provide selected vehicles, radios and personnel to assist the EOC with damage assessment.
- ④ Provide licensing services as soon as feasible following the disaster event.
- ④ Provide personnel to record and protect all documents (incident reports, logs, etc.) relevant to the disaster event.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Provide representatives to the EOC when required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.

### **Animal Services / Control shall:**

- ④ Provide animal control services and shelter within the extent of department resources.
- ④ Provide selected vehicles, radios and personnel to assist the EOC as necessary
- ④ Provide licensing services as soon as is practicable, following the disaster event.
- ④ Report to the EOC any damage of department facilities, equipment, or resources.
- ④ Provide representatives to the Emergency Operations Center as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.

### ***Northern Kentucky Independent District Health Department shall:***

- ④ Coordinate and provide emergency health services, including communicable disease control, immunizations and quarantine procedures.
- ④ Coordinate and provide triage and limited first aid care and treatment of minor injuries at Public Health facilities.
- ④ Provide staff and resources as the lead agency in the County for Bio-Terrorism planning, response, recovery and mitigation.
- ④ Coordinate and provide environmental health services, including inspections for water and food contamination, vector control, inspections of temporary emergency housing and schools for proper sanitation and disposal of disaster related solid waste.
- ④ Assist Emergency Medical Service providers (fire department, paramedic providers and private ambulance companies) with logistical coordination of:
  - ∅ Basic and Advanced Life Support services.
  - ∅ Emergency resources (supplies and equipment) to hospitals and medical facilities.
- ④ Coordinate and provide mortuary services, including investigating causes of sudden unexpected, non-natural deaths; handling mass deaths and burials; and body identification and disposition.
- ④ Assist in the coordination of public information on identification and confirmation of deceased disaster victims.
- ④ Coordinate and contract for provision of Critical Incident Stress Management services for emergency services workers after emergency operations, as resources allow.
- ④ Conduct public information and education programs on emergency health treatment, prevention and control programs.
- ④ Maintain vital records, including collection and recording of environmental health, public health and death data and information for required operational reports.
- ④ Regularly communicate and interact with the EOC, and provide a representative when appropriate and resources allow.
- ④ Report any damage of department occupied facilities, equipment, or resources to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### ***Sheriff's Office / County and City Police Department(s) shall:***

- ④ Coordinate crime prevention and detection programs and the apprehension of criminals.
- ④ Provide efficient service to the public through crowd and traffic control, emergency aid and safety programs.
- ④ Prevent and control civil disorder.
- ④ Provide security to the County EOC, shelters, food and water distribution staging areas, and transportation, as needed.
- ④ Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
- ④ Provide for the self-protection monitoring and the reporting of environmental and other type hazards, including radiological and unexploded ordinance (bombs), by department field forces.
- ④ Conduct a public information program on public safety to include, but not limited to, traffic and crowd control, and safety and crime prevention.
- ④ Provide for the use of available personnel and equipment to support emergency communications requirements.
- ④ Direct and control the use of available resources required to conduct search and rescue operations.
- ④ Report damage to county facilities, equipment, or personnel to the EOC.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.
- ④ Provide representatives to the EOC when required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.

### ***Kenton County Extension Agent / Agriculture shall:***

- ④ Be responsible for, but not limited to, coordinating the disposition of abandoned, diseased, disabled or dead animals, animal protection, animal health emergency management and agro-terrorism. Will recognize certain catastrophic events related to animals, animal and production agriculture as events requiring activation of the state emergency operations plan. Will coordinate with and support ESF-8 in zoonotic disease or toxicities where the public health may be affected. Will support ESF-8 in acts of terrorism where animal industry and / or production agriculture is the vehicle for dissemination of a chemical or biologic agent.

- ④ Implement a response to an outbreak of a highly contagious or economically devastating animal / zoonotic disease, an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation.
- ④ Ensure, in coordination with ESF-8, that animal / veterinary / wildlife issues in an incident are supported.
- ④ Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations.
- ④ Provide for surveillance for foreign and animal disease or an animal disease syndrome; chemical, poison or toxin that may pose a substantial threat to the animal industries, economy or public health of the County.
- ④ Provide for surveillance of plant pests of unknown or questionable origin which may pose a potential or substantial threat to agriculture, horticulture, economy or public health of the County.
- ④ The primary agency must have access to or the authority to restrict movement, detain in one location or move to another, animals, equipment, products and personnel for the purpose of control and eradication of disease. Such authority or access to authority must be both interstate and intrastate.
- ④ Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- ④ Coordinate with appropriate agencies and organizations to ensure operational readiness. The primary and support agencies will develop and maintain Standard Operating Procedures (SOP's) for surveillance and response. This includes, but is not limited to, poultry, cattle, swine, dairy, sheep, goats, equine and companion animal industries as well as wildlife and exotic animals. Such SOP's will be developed for surveillance and response to pests of crops and horticulture. These procedures will relate to catastrophic disaster and disease that pose a significant impact on human life, property or the economy.
- ④ Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management or any act of agro-terrorism that may pose a substantial threat to the County.
- ④ Assist in monitoring and reporting environmental hazards.
- ④ Provide personnel and equipment available to support the emergency operations of other County departments and agencies consistent with capability.
- ④ Provide for self-protective monitoring and the reporting of environmental and other hazards, by department field forces.
- ④ Provide assistance in preparation and dissemination of emergency public information
- ④ Provide representatives to the EOC as required.





## KENTON COUNTY EMERGENCY OPERATION PLAN

- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- ④ Support response and recovery activities as required.
- ④ Return department activities to normal levels unless involved with recovery activities.

### ***Public Works / Services / Road Department, shall:***

- ④ Coordinate and provide emergency bus and vehicle transportation support and services for the County and other jurisdictions.
- ④ Coordinate emergency transportation services with other private and public transportation providers for the movement of people, equipment, and supplies.
- ④ Provide personnel and resources to plan for, coordinate, and distribute food and water resources through the same system that provides shelters.
- ④ Assist other first responders (fire, police, emergency medical services, and public works) by assisting with barricades and other traffic related activities.
- ④ Report to the EOC any damage of roads, bridges, department facilities, equipment, or resources.
- ④ Coordinate and provide for the maintenance, repair, construction or restoration of damaged or destroyed County roads, bridges, and transportation facilities.
- ④ Assist in the planning, upgrading and construction of emergency public shelters by providing personnel, equipment, and engineering support.
- ④ Provide and coordinate a public information program on the Department of Transportation's emergency services.
- ④ Direct, control, and manage sandbag resources for the County.
- ④ Provide facilities, personnel, vehicles, heavy equipment and supplies, to assist the County in disaster planning, emergency operations, response and recovery.
- ④ Restore transit services to normal levels as soon as possible following the emergency or disaster.
- ④ Provide representatives to the EOC as required.
- ④ Provide Public Information Officers or support personnel as required.
- ④ Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- ④ Return department activities to normal levels unless involved with recovery activities.

### ***Other Agencies/Organizations:***

- ④ The County does not have any direct authority over supporting agencies like the American Red Cross, VOAD, County Fire Chiefs Association, etc. The responsibilities listed above for County departments are recommended for other supporting agencies.



## KENTON COUNTY EMERGENCY OPERATION PLAN

④ The following is an example list of agencies which may be called upon to assist county government in providing disaster assistance. Additional specific agencies and associations should be listed in appendices to the Emergency Support Functions (ESF's), or in individual Department operating procedures or resource lists.

- ∅ Emergency Management
- ∅ Transportation
- ∅ State Fire Marshall
- ∅ Kentucky Fire Commission
- ∅ American Red Cross
- ∅ Salvation Army



## KENTON COUNTY EMERGENCY OPERATION PLAN

### PLAN MAINTENANCE

The following instructions are to be followed for making revisions and updates to the County Emergency Operations Basic Plan (Basic Plan) and/or Emergency Support Functions (ESF's):

- ④ All revisions will be accompanied by a change memorandum giving details of the revision.
- ④ Make all changes as indicated in the memorandum.
- ④ Change the dates and change numbers only on the documents you are making changes to. Open the footer of either the Basic Plan or the ESF. On the right hand side, change the number to reflect which change you are making (example: first change you make will be -00 changed to -01) and close the footer and save document.
- ④ If you are not making a change to the Basic Plan or an ESF, the dates and changes numbers will not change.
- ④ Retain a copy of the memorandum for future reference and place in Basic Plan or ESF behind Record of Change page.
- ④ Send to KyEM Area Manager a copy of memorandum and a complete corrected copy of Basic Plan or ESF no later than July 31st of each year.
- ④ The Basic Plan and all ESFs will be submitted to the Kentucky Division of Emergency Management Planning Branch annually for concurrence, review and reference.

### DISTRIBUTION PLAN

The Kenton County Homeland Security Emergency Management Director shall determine the distribution (and method thereof) for the Kenton County Emergency operations Plan (KCEOP); however, the plan should be distributed to those individuals, departments, agencies and organizations tasked within the EOP. The plan should be readily available in the EOC. Distribution of the plan is the responsibility of the Kenton County Homeland Security Emergency Management Director and will be recorded in Appendix F.

Upon adoption of the plan by the Kenton County Fiscal Court, an electronic copy of the final plan will be distributed to the heads of all county departments, a representative from every Coordinating and Supporting Agency listed in the plan, including law enforcement, fire/EMS, and administrative representative from each jurisdiction within Kenton County. A copy of the plan will also be sent to all contiguous county Emergency Management Agencies for their record as well as the Kentucky Emergency Management Agency. A copy of this document will be made publicly available on the county website (see below) and as such, a complete record of distribution cannot be



# KENTON COUNTY EMERGENCY OPERATION PLAN

maintained. Any additional requests for copies of the Emergency Operations Plan will be documented in the Appendix G.

<http://www.KentonCounty.org>

- ④ Typically, the Kenton County Emergency Operations Plan is formally distributed every four years post-election of the Judge Executive and after formal approval via Executive Order.
- ④ Internal distribution should include at least Judge Executive, Deputy Judge Executive, Department Heads, Mayors and City Managers.
- ④ External distribution should include the Law Enforcement Organizations, Fire/EMS/Rescue Organizations, Hospitals, Long Term Care Facilities, American Red Cross, Kentucky Emergency Management Agency, contiguous county Emergency Management Agencies, School Districts, Utility Companies, Significant Support Agencies, and Public Works Agencies.
- ④ The KCEOP Basic Plan shall be posted on the county’s website for access by the public.

**Distribution:** This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list (See Appendix G). A record of distribution, is maintained on file by the Kenton County Homeland Security Emergency Management Director. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes”. A receipt system will be used to verify the process.

## Record of Distribution

The record of distribution is usually a table with fields that indicate the title and the name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered.

- ④ “Appendix G” shall serve as the “Plan Distribution and Record of Distribution” model.

Agency	Title	Printed Name	Signature	Date
			<i>Sample Record of Distribution</i>	



# STATEMENT OF CONCURRENCE

## Kenton County Fiscal Court

### Kenton County, Kentucky

# Kenton County

# Emergency Operations Plan

KCFC Approved: 01 / 10 / 2023 KCHSEM Reviewed/Updated: 01 / 09 / 2023

The signature appearing below indicates the individual has the authority to approve this Emergency Operations Plan. Additionally, the following signatures document that all Local response organizations tasked within the KCEOP have coordinated their portion of the plan and are committed to its effective implementation.

These Emergency Operations Plans addresses Kenton County's planned response to extraordinary disaster situations associated with all hazards such as natural disasters, technological accidents and adversarial / human-caused incidents. It is the principal guide for ensuring the protection of life, health, safety, environment and property of the public and aiding in short-term recovery operations for the agencies and jurisdictions that lie within. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management, and establish a framework for an effective system of comprehensive emergency management.

This All-Hazards Emergency Operations Plan is developed using generally accepted Emergency Management principles and practices. Incorporated are planning elements derived from guidance provided by the Federal Emergency Management Agency and the Commonwealth of Kentucky Emergency Management Agency planning documents. This plan, Incident Specific Plans and Support Plans are also collections from previous incident experiences, applicable websites, open sources, intelligence reports, best practices, planning/training manuals & publications and After Action Reports within the US, Commonwealth of Kentucky, Greater Cincinnati and the Northern Kentucky region.



# KENTON COUNTY EMERGENCY OPERATION PLAN

Modifications to this plan may be made under the direction of the Director of the Kenton County Homeland Security Emergency Management. Adoption will occur following the established maintenance schedule and proper approvals. This plan is approved and ratified by the Kenton County Judge Executive and Kenton County Fiscal Court Commissioners every four (4) years and or after any significant modifications are made via Executive Order. Additionally, this plan is appraised and approved annually by the Director of Kenton County Homeland Security Emergency Management and submitted to the Kentucky Emergency Management Agency for Statement of Concurrence.

This current plan has been approved by Kenton County Judge Executive Kris Knochelmann, the Kenton County Fiscal Court (Executive Order # 23-01, Director Steve Hensley, Kenton County Homeland Security Emergency Management agency and the Kentucky Emergency Management Agency Federal FY2022/23. The Kenton County Emergency Operations Plan, Emergency Support Functions, separate Support Plans and Incident Specific Plans (ISP) are adopted as the official plans for the providing of emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of county and city government agencies, departments and offices.

This plan and its supporting Emergency Support Functions, including updates, remains in effect from the time it was adopted until modified by executive order.

**Supersession:** This current plan, Version: KCEOP 059-01-2023 supersedes any previous versions.

**Approved By:**

Kris Knochelmann  
(Signature)

Kris Knochelmann  
(Printed Name)

01 / 10 / 2023  
(Date)

Judge Executive  
Kenton County Fiscal Court **(See Executive Order attachment # 23-01)**

Steve Hensley  
(Signature)

Steve Hensley  
(Printed Name)

01 / 09 / 2023  
(Date)

Director  
Kenton County Homeland Security  
Emergency Management

**NOTE: SIGNATURES ON FILE – SEE ATTACHMENTS**



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON  
COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

***KENTON COUNTY  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT  
EMERGENCY OPERATIONS  
PLAN***

***CONCURRENCE /  
APPROVAL NOTICES***

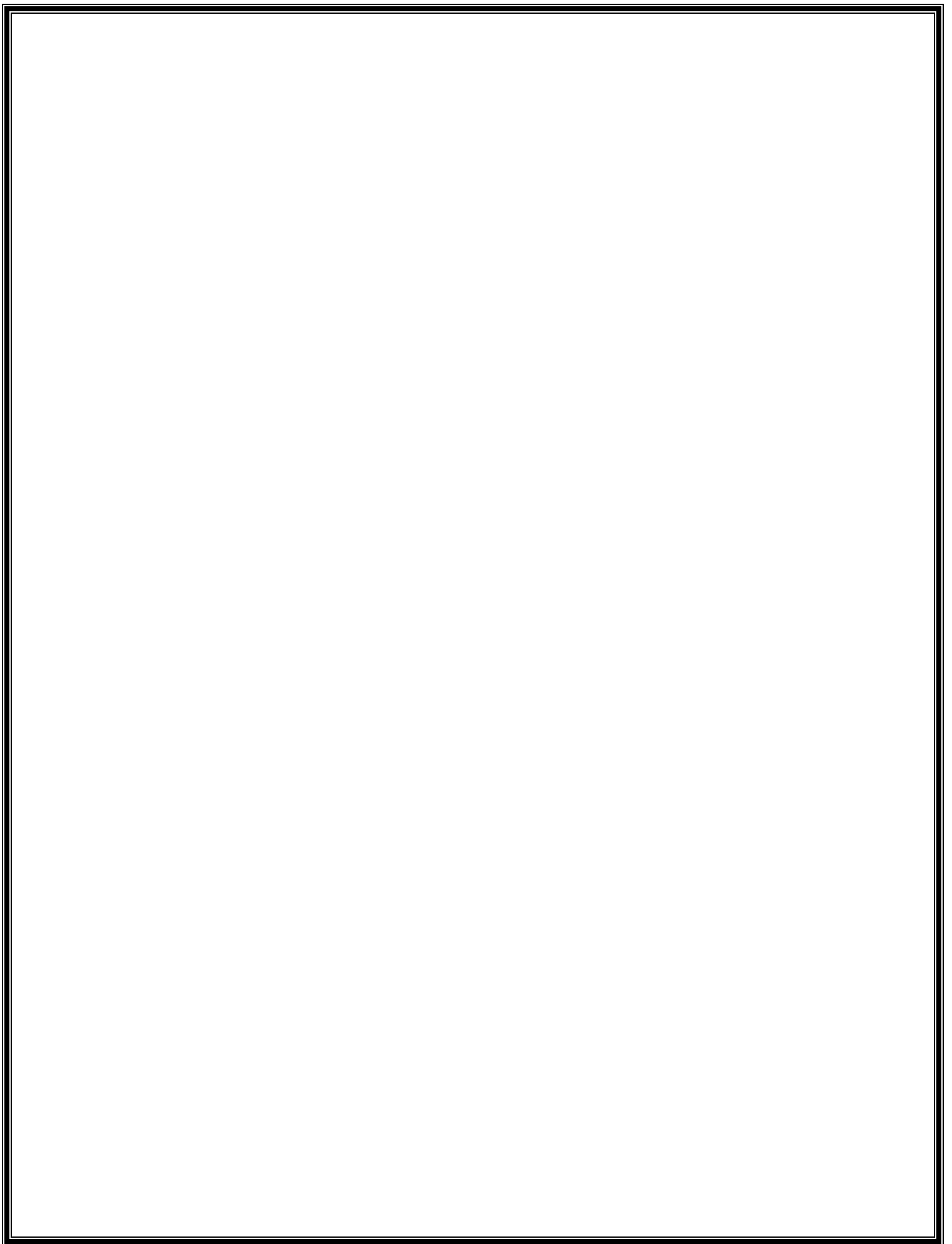
**Kenton County Homeland Security  
Emergency Management**

**Director Steve Hensley**

**(Version 059-01-2023)**



*In Coordination With The  
Kentucky Division Of  
Emergency Management*





**EXECUTIVE ORDER**  
**OFFICE OF THE KENTON COUNTY JUDGE-EXECUTIVE**  
**KRIS A. KNOCHELMANN**

**EXECUTIVE ORDER 23-01**

**Re: HOMELAND SECURITY AND EMERGENCY OPERATIONS PLAN AND  
SUPPORT PLANS**

**WHEREAS**, KRS 39B.010(1), KRS 39B.030(3), KRS 39C.050(3), and applicable Kentucky Administrative Regulations requires the development and maintenance of a local emergency operations plan which sets forth the local government organizational structure, policies, procedures, and guidelines for the management and coordination of all disaster and emergency response in Kenton County and its cities; and

**WHEREAS**, KRS 39B.030(3), KRS 39B.060(2), KRS 39C.050(3), applicable Kentucky Administrative Regulations, and planning guidance issued by the Kentucky Division of Emergency Management require the local emergency operations plan be officially approved and adopted by signed executive order of the County Judge/Executive or Mayor; and

**WHEREAS**, the director of the Kenton County Office of Homeland Security and Emergency Management has submitted the Kenton County Emergency Operations Plan to the County Judge/Executive for official approval and adoption in accordance with the aforementioned laws, administrative regulations and planning guidance:

**NOW THEREFORE, I**, Kris A. Knochelmann, Kenton County Judge/Executive, by the virtue of the powers and authorities vested in me by the Constitution and laws of the Commonwealth of Kentucky, and in accordance with the provisions of KRS 39A to 39F, applicable Kentucky Administrative Regulations, and the Kenton County Emergency Management Ordinance, do hereby order and direct the following:

1. The Kenton County Emergency Operations Plan is officially approved and adopted effective the date of this Executive Order as shown herein.
2. The Conveyance of the official approval and adoption of the Kenton County Emergency Operations Plan through this Executive Order shall remain continuously in effect from the date of this Executive Order as shown herein, or until superseded by a subsequent Executive Order promulgated in accordance with KRS 39B.030 (3), KRS 39B.060 (2), KRS 39C.050 (3),

applicable Kentucky Administrative Regulations, and planning guidance issued by the Kentucky division of Emergency Management.

3. A copy of the officially approved and adopted Kenton County Emergency Operations Plan, including this Executive Order, shall be placed on file for public inspection during regular office hours in the Kenton County Office of Homeland Security and Emergency Management.

In witness whereof, I have  
hereunto set my hand at  
Covington, Kentucky, this 10<sup>th</sup>  
Day of January, 2023/

*Signature On File*  
Kris A. Knochelmann  
Kenton County Judge/Executive

Order ratified by the Fiscal Court of the County of Kenton

ATTEST:

*Signature On File*  
Fiscal Court Clerk



# STATEMENT OF CONCURRENCE

# Kenton County

# Emergency Operations Plan

# Kenton County, Kentucky

# Kenton County Homeland Security Emergency Management

KCFC Approved: 01 / 10 / 2023 KCHSEM Reviewed/Updated: 01 / 09 / 2023

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Modifications to this plan may be made under the direction of the Director of the Kenton County Homeland Security Emergency Management. Adoption will occur following the established maintenance schedule and proper approvals. This plan is approved and ratified by the Kenton County Judge Executive and Kenton County Fiscal Court Commissioners every four (4) years and or after any significant modifications are made via Executive Order. Additionally, this plan is appraised and approved annually by the Director of Kenton County Homeland Security Emergency Management and submitted to the Kentucky Emergency Management Agency for Statement of Concurrence.

This current plan has been approved by Kenton County Judge Executive Kris Knochemann, the Kenton County Fiscal Court (Executive Order # 23-01), Director Steve Hensley, Kenton County Homeland Security Emergency Management agency and the Kentucky Emergency Management Agency Federal FY2022-23. The Kenton County Emergency Operations Plan, Emergency Support Functions, separate Support Plans and Incident Specific Plans (ISP) are adopted as the official plans for the providing of emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of county and city government agencies, departments and offices.

This plan and its supporting Emergency Support Functions, including updates, remains in effect from the time it was adopted until modified by executive order. This current plan, Version: KCEOP 059-01-2023 supersedes any previous versions.

**Approved By: (See Executive Order # 23-01)**

<u><i>Kris Knochelmann</i></u>	<u>Kris Knochelmann</u>	<u>01 / 10 / 2023</u>
(Signature)	(Printed Name)	(Date)
Judge Executive Kenton County Fiscal Court		

<u><i>Steve Hensley</i></u>	<u>Steve Hensley</u>	<u>01 / 09 / 2023</u>
(Signature)	(Printed Name)	(Date)
Director Kenton County Homeland Security Emergency Management		

◆ Planning ~ Prevention ~ Protection ~ Education ◆

It Is Our Mission To Provide Modern, Effective And Quality Disaster And Emergency Services  
To All Citizens Of Kenton County



**KENTON  
COUNTY**

HOMELAND SECURITY  
EMERGENCY MANAGEMENT



LEADING FROM THE FRONTIER TO THE FUTURE



## KENTUCKY EMERGENCY MANAGEMENT

**Andy Beshear**  
Governor

Boone National Guard Center  
100 Minuteman Parkway  
Frankfort, KY 40601-6168

**Jeremy C. Slinker**  
Director

31 May 2022

Mr. Steve Hensley  
Director, Kenton County Emergency Management  
1840 Simon Kenton Way Suite 2400  
Covington, Kentucky 41011

Mr. Hensley,

The Kentucky Division of Emergency Management has received your Kenton County updates for your EMPG 2022, Emergency Operations Plan and Emergency Support Functions dated 6 April, 2022 for concurrence. After review of the information, I find that the submittal meets the requirements set forth in KRS 39B.030 (3), KRS 39B.060, KRS 39C.050, and the National Incident Management System (NIMS). I have informed your KYEM Area Manager, the KYEM Training Branch and the KYEM Planning Branch of the update and concurrence review for program audit requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne L. Burd".

Wayne L. Burd,  
Assistant Director of Operations  
Kentucky Emergency Management

WLB/rp



# KENTON COUNTY EMERGENCY OPERATION PLAN





LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON**  
**COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# Kenton County Kentucky Emergency Operations Plan

## Appendices



# Kenton County Homeland Security Emergency Management



## KENTON COUNTY EMERGENCY OPERATION PLAN

**Kenton County Profile And Statistical  
Demographics Appendix A**

**Acronyms & Abbreviations Appendix B**

**Glossary of Terms & Definitions Appendix C**

**Resource Partners & Support Agencies  
Listings - Appendix D**

**List of Support Plans & Incident Specific  
Plans (ISP) - Appendix E**

**KCEOC Standard Operating Guideline  
Appendix F**

**KCEOP Distribution List Appendix G**

**Target Hazards & Critical Infrastructures  
Appendix H**



# Kenton County Kentucky Emergency Operations Plan

## Kenton County ~ Community Profile & Statistical Demographics Appendix A

### Kenton County Homeland Security Emergency Management

Kenton County Homeland Security  
Emergency Management  
Director Steve Hensley

(Version: APP A 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

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# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### Appendix A – Kenton County Profile / Demographics

Kenton County is located in the Commonwealth of Kentucky and is the third most populous county in Kentucky. The county was formed in 1840 and is named after Simon Kenton, a frontiersman notable in the early history of the state. Kenton County, with Boone and Campbell Counties are part of the Northern Kentucky metropolitan area. Kenton County was established on January 29, 1840 from land given by Campbell County.

#### Geography

According to the U.S. Census Bureau, the county has a total area of 164 square miles, of which 160 square miles is land and 4.1 square miles (2.5%) is water. The county is located at the confluence of the Licking River and Ohio River. The elevation in the county ranges from 455 feet to 960 feet above sea level.

#### Demographics

County Seat(s): Covington and Independence ♦ Coordinates: 38°56'N / 84°32'W

Total Population: In the 2020 census, the population was 169,064.

Total Square Miles: 164 total sq. mi. ♦ 160 sq. mi. of Land ♦ 4.1 sq. mi. Water

Total Housing Units: 69,894 (Owned - 43,326; Vacant - 6,207; Rental - 20,325)

#### Incorporated Cities in Kenton County - *\*All of these communities list KCHSEM as the Emergency Management Agency for the city\* (See Appendix H – Section 2)*

- |                    |                 |                 |                  |
|--------------------|-----------------|-----------------|------------------|
| ✓ Bromley          | ✓ Edgewood      | ✓ Fort Wright   | ✓ Park Hills     |
| ✓ Covington        | ✓ Elsmere       | ✓ Independence  | ✓ Ryland Heights |
| ✓ Crescent Springs | ✓ Erlanger      | ✓ Kenton Vale   | ✓ Taylor Mill    |
| ✓ Crestview Hills  | ✓ Fairview      | ✓ Lakeside Park | ✓ Villa Hills    |
|                    | ✓ Fort Mitchell | ✓ Ludlow        | ✓ Walton         |

#### Unincorporated Communities

- |          |           |             |           |
|----------|-----------|-------------|-----------|
| ✓ Atwood | ✓ Latonia | ✓ Nicholson | ✓ Visalia |
|----------|-----------|-------------|-----------|

#### Adjacent Counties / State

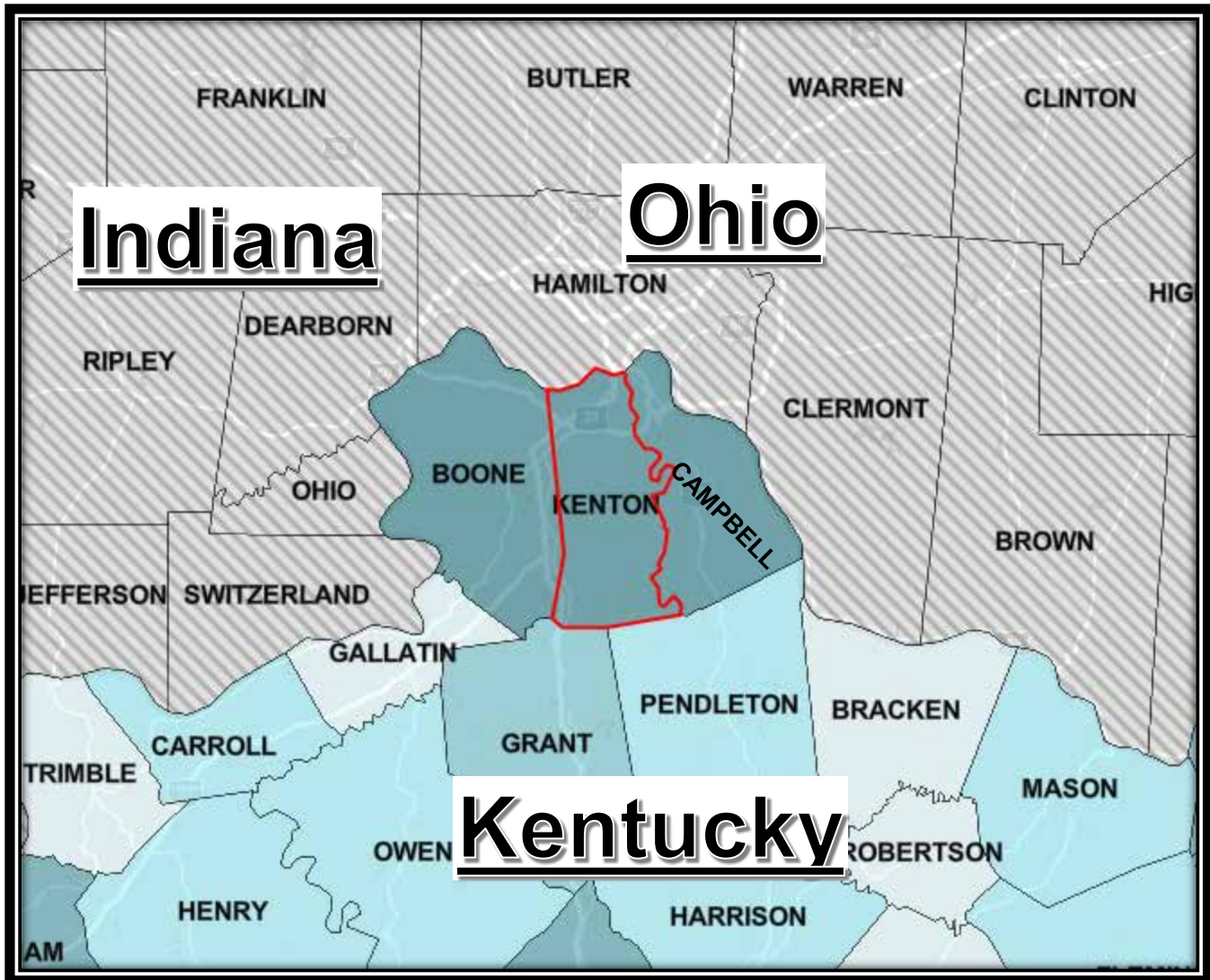
- |                         |                     |                          |
|-------------------------|---------------------|--------------------------|
| ✓ Campbell (East)       | ✓ Grant (Southwest) | ✓ Hamilton, Ohio (North) |
| ✓ Pendleton (Southeast) | ✓ Boone (West)      |                          |

#### Interstates / Major Highways

- |       |        |        |         |         |
|-------|--------|--------|---------|---------|
| I-71  | US 127 | KY 16  | KY 536  | KY 1829 |
| I-75  | US 42  | KY 17  | KY 1072 | KY 2042 |
| I-275 | KY 8   | KY 177 | KY 1303 | KY 2043 |
| US 25 | KY 14  | KY 371 | KY 1486 | KY 2046 |

# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS



### Community Resilience Indicator Analysis (CRIA) Indicators

Percent Age over 65: 13.95%	Income Inequality (GINI Index): 0.44
Percent with a Disability: 13.84%	Percent of Religious Adherents: 48.50%
Percent without HS Diploma: 10.14%	Health Diagnosing and Treating Practitioners per 1,000: 25.10
Percent Unemployment: 4.20%	Public Schools per 5,000: 1.39
Percent Lacking Health Insurance: 5.60%	Hotels/Motels per 5,000: 0.67
Percent HH with Limited English Proficiency: 1.16%	Social and Civic Organizations per 10,000: 0.85
Median HH Income: \$64,339	Hospitals per 10,000: 0.67
Percent of Mobile Homes: 2.23%	Population Change as a Standard Deviation: 0.04
Percent of Owner Occupied Housing: 60.73%	
Percent of Single Parent HH: 20.00%	
Vacant Rental Rate: 3.60%	Aggregate Resilience Indicator: 0.23
Percent of HH without a Vehicle: 7.78%	



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### **Law Enforcement Organizations**

There are 14 Law Enforcement Organizations within Kenton County (See Appendix H – Section 6). Kenton County Sheriff's Office, Kenton County Police Department, and twelve cities within the county provide police services.

### **Fire Departments**

There are 13 fire departments located in Kenton County (8 City fire departments, 4 fire protection districts, 1 fire authority), plus 2 additional departments located other counties that provide service to areas in Kenton County. (See Appendix H – Section 4)

### **Water Service**

The Northern Kentucky Water District provides water service to all of Kenton County.

### **Sanitary And Storm Sewer Service**

Sanitation District #1 provides sewer and sanitation system services to all of Kenton County.

### **Electrical Services**

Duke Energy provides electrical services for the northern part of the County, and Owen Electric provides electrical service in the southern part.

### **Heating Sources**

Approximately 57% of housing units utilize utility gas, 35% utilize electricity, and less than 8% utilize other sources of fuel for home heating. Duke Energy is the sole natural gas service provider to Kenton County, but several private companies provide Liquefied Propane services.

### **Transportation Entities**

Kenton County will rely heavily on the school districts and the Transportation Authority of Northern Kentucky (TANK) for transport of citizens should it be needed.

### **Hospitals**

There are five medical facilities in Kenton County: St. Elizabeth Hospitals in Covington and Edgewood, NorthKey Community Care in Covington, SUN Behavioral Kentucky in Erlanger, and Encompass Health Rehabilitation Hospital of Northern Kentucky in Edgewood. St. Elizabeth Edgewood is the primary emergency care facility in the County and the Northern Kentucky Region (see Appendix H – Section 10). In addition to the Local Fire / EMS Services, American Medical Response (AMR) and Patient Transport Services (PTS) provide EMS transportation services for these locations. Evacuation plans are in place for the facilities, including transportation resources, to support the plans.



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### **Nursing Homes, Assisted Living And Retirement Communities**

The County is home to 15 nursing homes, assisted living and retirement communities (See Appendix H – Section 16). The facilities are serviced by the Local EMS service for emergency calls and AMR and / or PTS for non-emergent transport runs. Each facility has a current evacuation plan and has identified transportation resources to support the plan.

### **Schools**

There are six public school districts within Kenton County and several private catholic schools that operate under the jurisdiction of the Diocese of Covington (See Appendix H – Section 8). The larger school districts have access to transportation and have transportation plans in place. The smaller districts without transportation work within a Memorandum of Agreement with supporting agencies.

### **Universities / Colleges**

Thomas More University is the only fully accredited university in the County and is located in Crestview Hills. The Gateway Community Technical College is an accredited community college that has a main campus located in Boone County with several satellite campuses located in Edgewood, Ft. Wright and Covington. Gateway Community Technical College is one of 16 two-year, open-admissions colleges of the Kentucky Community and Technical College System (KCTCS).

### **Jails/Prisons/Detention Center**

The Kenton County Detention Center has limited transportation capabilities and would require assistance from Kenton County to transport its population and staff to appropriate receiving facilities.

### **Children’s Homes**

The County is Host to two Children’s Homes. Children’s Home of Northern Kentucky is located in Covington and Diocesan Catholic Children’s Home is located in Fort Mitchell, both of which are in the northern portion of the County.

### **Rural/Urban Populations**

Kenton County is generally divided into two parts. The northern part is highly urban / suburban make-up with 18 incorporated places, and the southern part is essentially an agricultural area dotted with rural residential sites.

### **High Occupancy Structures**

26% of the 69,858 housing units in Kenton County are in multi-unit buildings.





# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### Housing Units (rentals, homes, seasonal)

There are 69,858 total housing units in Kenton County and 29% (20,325) of them are rental units.

### Airport

The Greater Cincinnati / Northern Kentucky International Airport (CVG) is owned by Kenton County and located in Boone County. The Airport has access to transportation and has transportation plans in place.

### Branding / Logo / Motto

“Leading From The Frontier To The Future”



### Weather

Kenton County can get extreme weather anytime of year with tornadoes and severe thunderstorms becoming quite dangerous. The state experiences all four distinct seasons, with warm summers and moderately cold winters. Daytime temperature during the summer average 87 degrees, and the UV index is typically high. In Kenton, the summers are long, hot, and muggy; the winters are very cold, wet, and windy; and it is partly cloudy year round. Over the course of the year, the temperature typically varies from 29°F to 90°F and is rarely below 14°F or above 96°F. You can’t risk “hoping for the best” when it comes to Kentucky weather.

## Kenton County Weather Averages (Temperatures)

Temperature / Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
High °C	3	6	12	18	23	28	30	29	26	19	12	6
Low °C	-6	-4	1	6	12	16	19	18	14	7	2	-3
High °F	37	43	54	64	73	82	86	84	79	66	54	43
Low °F	21	25	34	43	54	61	66	64	57	45	36	27
Rainfall	3.1	3.6	3.9	4.6	4.6	3.6	2.9	2.3	2.8	3.4	4.2	4.4
Snowfall	3.1"	2.9"	0.7"	0.0"	0.0"	0.0"	0.0"	0.0"	0.0"	0.0"	0.3"	2.0"
Daylight	10.0h	10.9h	12.0h	13.2h	14.1h	14.6h	14.3h	13.5h	12.4h	11.2h	10.2h	9.7h
Wind Speed	10.2	10.5	10.8	10.5	8.9	7.2	6.4	6.5	7.5	8.6	9.6	9.9





## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### Census Demographic Facts for Kenton County Kentucky (2020):

Fact	Kenton County Ky	Fact Note
Population Estimated 2022	169,495	
Population Census, April 1, 2020	169,064	
Population Census, April 1, 2010	159,728	
Population, percent change - April 1, 2010 to April 1, 2020	4.60%	
Persons under 5 years, percent	6.50%	
Persons under 18 years, percent	23.60%	
Persons 65 years and over, percent	14.90%	
Female persons, percent	50.50%	
White alone, percent	91.20%	
Black or African American alone, percent	4.90%	(a)
American Indian and Alaska Native alone, percent	0.20%	(a)
Asian alone, percent	1.30%	(a)
Native Hawaiian and Other Pacific Islander alone, percent	0.10%	(a)
Two or More Races, percent	2.20%	
Hispanic or Latino, percent	3.40%	(b)
White alone, not Hispanic or Latino, percent	88.20%	
Veterans, 2015-2019	10,069	



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

Fact	Kenton County Ky	Fact Note
Foreign born persons, percent, 2015-2019	3.30%	
Housing units, July 1, 2019, (V2019)	69,894	
Owner-occupied housing unit rate, 2015-2019	66.10%	
Median value of owner-occupied housing units, 2015-2019	\$161,100	
Median selected monthly owner costs -with a mortgage, 2015-2019	\$1,288	
Median selected monthly owner costs -without a mortgage, 2015-2019	\$433	
Median gross rent, 2015-2019	\$811	
Building permits, 2020	311	
Households, 2015-2019	63,966	
Persons per household, 2015-2019	2.55	
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	85.20%	
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	4.50%	
Households with a computer, percent, 2015-2019	91.40%	
Households with a broadband Internet subscription, percent, 2015-2019	85.70%	
High school graduate or higher, percent of persons age 25 years+, 2015-2019	89.90%	
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	31.70%	
With a disability, under age 65 years, percent, 2015-2019	10.60%	



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

Fact	Kenton County Ky	Fact Note
Persons without health insurance, under age 65 years, percent	6.20%	
In civilian labor force, total, percent of population age 16 years+, 2015-2019	68.50%	
In civilian labor force, female, percent of population age 16 years+, 2015-2019	64.30%	
Total accommodation and food services sales, 2012 (\$1,000)	D	(c)
Total health care and social assistance receipts/revenue, 2012 (\$1,000)	1,297,956	(c)
Total manufacturers' shipments, 2012 (\$1,000)	1,674,796	(c)
Total merchant wholesaler sales, 2012 (\$1,000)	886,004	(c)
Total retail sales, 2012 (\$1,000)	1,331,664	(c)
Total retail sales per capita, 2012	\$8,235	(c)
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	23.7	
Median household income (in 2019 dollars), 2015-2019	\$64,339	
Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$33,330	
Persons in poverty, percent	11.20%	
Total employer establishments, 2019	3,157	
Total employment, 2019	60,453	
Total annual payroll, 2019 (\$1,000)	3,167,120	
Total employment, percent change, 2018-2019	2.20%	
Total non-employer establishments, 2018	10,116	



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

Fact	Kenton County Ky	Fact Note
All firms, 2012	11,306	
Men-owned firms, 2012	6,451	
Women-owned firms, 2012	3,740	
Minority-owned firms, 2012	912	
Nonminority-owned firms, 2012	10,038	
Veteran-owned firms, 2012	1,247	
Nonveteran-owned firms, 2012	9,377	
Population per square mile, 2010	996.7	
Land area in square miles, 2010	160.25	
FIPS Code	"21117"	
NOTE: FIPS Code values are enclosed in quotes to ensure leading zeros remain intact.		
<b>Value Notes</b>		
None		



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

Fact	Kenton County Ky	Fact Note
<b>Fact Notes</b>		
(a)		Includes persons reporting only one race
(c)		Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
(b)		Hispanics may be of any race, so also are included in applicable race categories
<b>Value Flags</b>		
-		Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
F		Fewer than 25 firms
D		Suppressed to avoid disclosure of confidential information



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

Fact	Kenton County Ky	Fact Note
N		Data for this geographic area cannot be displayed because the number of sample cases is too small.
FN		Footnote on this item in place of data
X		Not applicable
S		Suppressed; does not meet publication standards
NA		Not available
Z		Value greater than zero but less than half unit of measure shown





## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### Annual Estimates of the Population by Location in Kenton County Kentucky: April 1, 2020 to July 1, 2021

Geographic Area	April 1, 2020 Census Base	Population Estimate	
		2020	2021
Bromley City, Kentucky	0721	721	718
Covington City, Kentucky	41,058	41,018	40,837
Crescent Springs City, Kentucky	4,295	4,312	4,340
Crestview City, Kentucky	446	446	447
Crestview Hills City, Kentucky	3,412	3,412	3,414
Edgewood City, Kentucky	8,403	8,402	8,387
Elsmere City, Kentucky	9,169	9,173	9,165
Erlanger City, Kentucky	19,617	19,641	19,710
Fairview City, Kentucky	141	141	141
Fort Mitchell City, Kentucky	8,682	8,681	8,662
Fort Wright City, Kentucky	5,854	5,855	5,837
Independence City, Kentucky	28,557	28,632	28,920
Kenton Vale City, Kentucky	107	107	106
Lakeside Park City, Kentucky	2,831	2,829	2,820
Ludlow City, Kentucky	4,380	4,377	4,358
Park Hills City, Kentucky	3,171	3,172	3,165



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

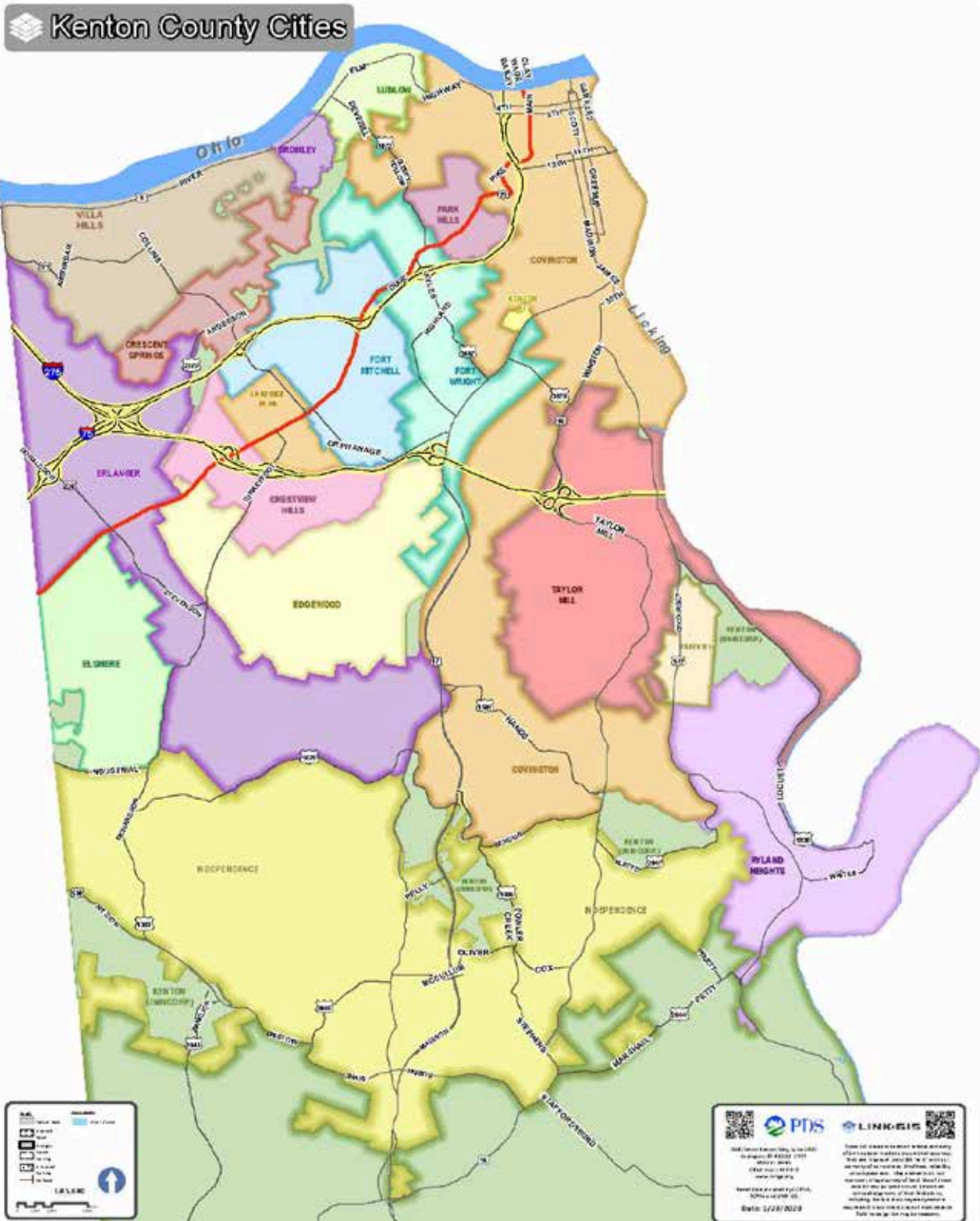
Geographic Area	April 1, 2020 Estimates Base	Population Estimate (as of July 1)	Geographic Area
		2020	2021
Ryland Heights City, Kentucky	921	921	928
Taylor Mill City, Kentucky	6,844	6,843	6,832
Villa Hills City, Kentucky	7,324	7,325	7,331
Walton City, Kentucky	5,478	5,494	5,530
Unincorporated Kenton County	7,653	7,681	7,847
<b>Kenton County Totals</b>	<b>169,064</b>	<b>169,183</b>	<b>169,495</b>

Note: The estimates are developed from a base that incorporates the 2020 Census, Vintage 2020 estimates, and 2020 Demographic Analysis estimates. For population estimates methodology statements, see <http://www.census.gov/programs-surveys/popest/technical-documentation/methodology.html>. The estimates feature geographic boundaries from the Vintage 2020 estimates series; the geographic boundaries for these 2021 population estimates are as of January 1, 2020.

Suggested Citation:  
 Annual Estimates of the Resident Population for Counties in Kentucky: April 1, 2020 to July 1, 2021  
 (CO-EST2021-POP-21)  
 Source: U.S. Census Bureau, Population Division  
 Release Date: March 2022

# KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

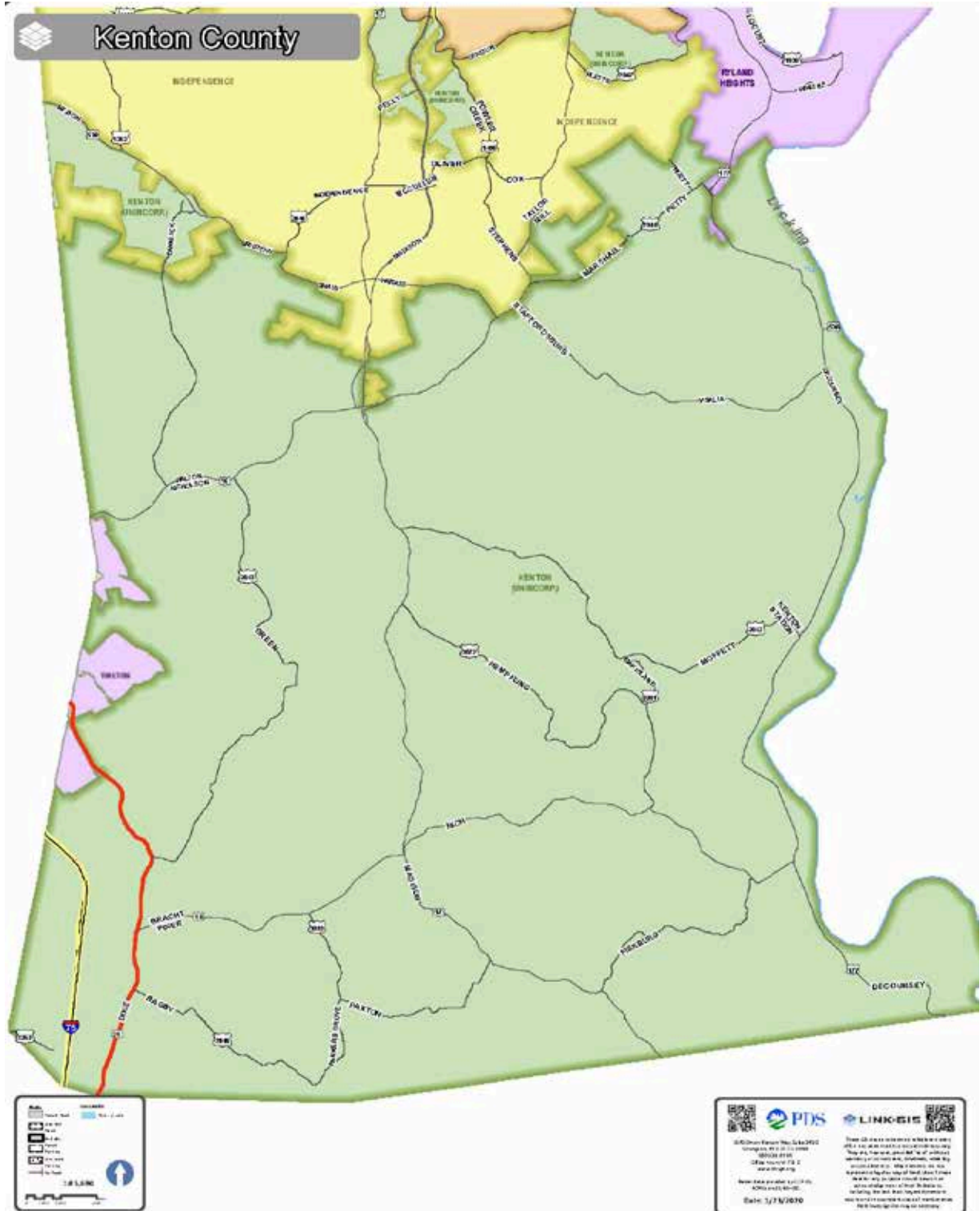
## Northern Map Of Kenton County



# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

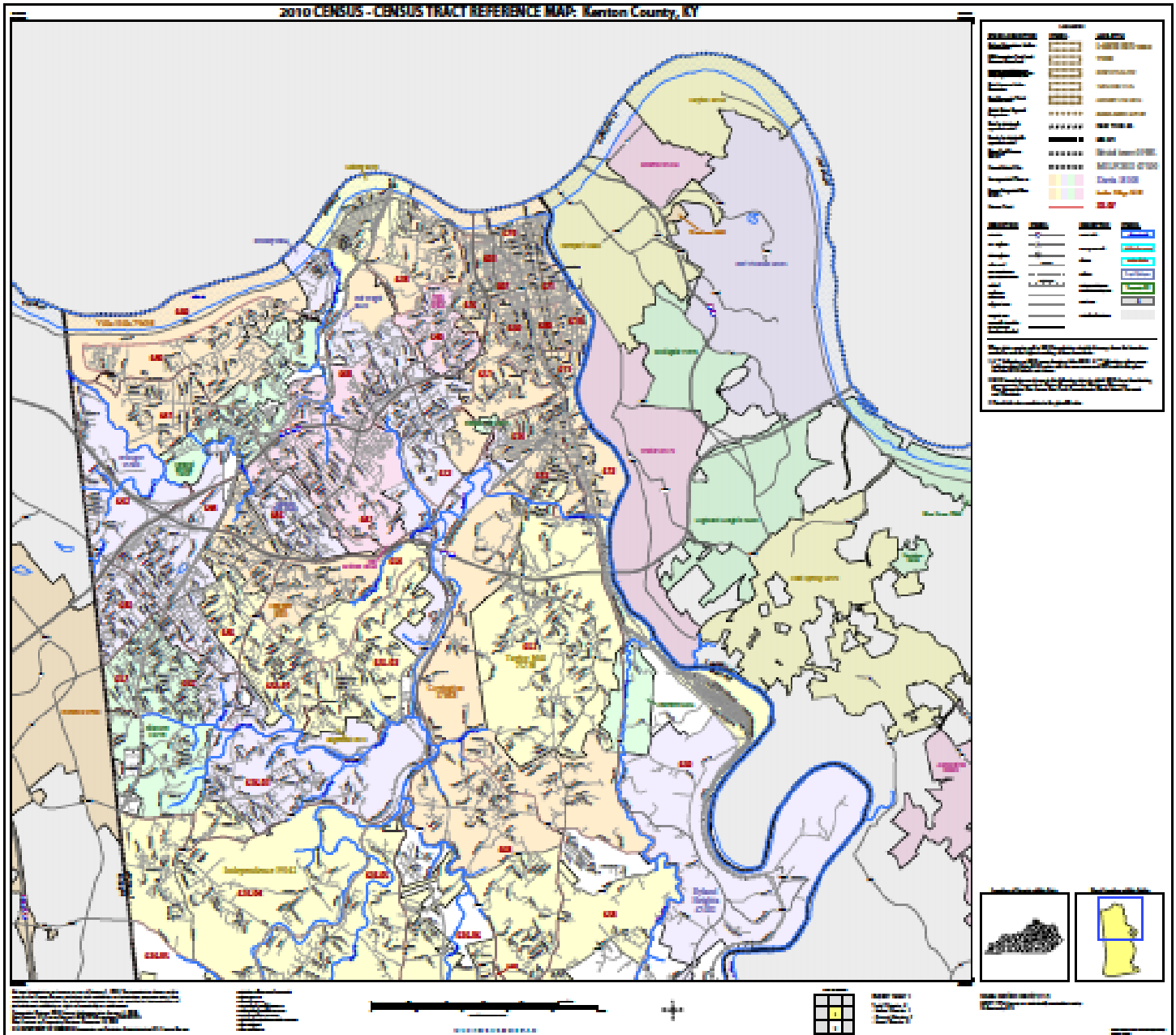
Southern Map Of Kenton County



# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### CENSUS MAP





## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX A – COUNTY PROFILE / DEMOGRAPHICS

### **FEMA CRI Indicators**

Percent Age 65 and Over: 14.36%  
Percent with a Disability: 13.77%  
Percent without HS Diploma: 9.03%  
Percent Unemployed Labor Force: 3.92%  
Percent without Health Insurance: 5.26%  
Percent HH with Limited English: 1.47%  
Median HH Income: \$66,541.00  
Percent Mobile Homes Relative to Housing: 2.17%  
Percent Owner-Occupied Housing: 37.39%  
Percent HH without a Vehicle: 7.32%  
Percent Single Parent HH: 26.71%  
Income Inequality (Gini Index): 0.45  
Percent without Religious Affiliation: 0.51%  
Number of Health Practitioners per 1,000 People: 23.46  
Social/Civic Organizations per 10,000 People: 0.78  
Number of Hospitals per 10,000 People: 0.24  
Percent Unemployed Women in Labor Force: 3.41%  
Percent Workforce Employed in Predominant Sector: 21.65%  
Percent Inactive Voters: 10.09%  
Percent Living Below Poverty Level: 11.54%  
Percent HH without a Smart Phone: 15.61%  
FEMA Community Resilience Index: 0.41



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON**  
**COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# Kenton County Kentucky Emergency Operations Plan **Appendix B** **Acronyms / Abbreviations / Terms**

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**Kenton County Homeland Security  
Emergency Management**

**Kenton County Homeland Security  
Emergency Management  
Director Steve Hensley**

(Version: APP B 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX B – ACRONYMS AND ABBREVIATIONS

### Appendix B – Acronyms / Abbreviations / Terms

#### Kenton County Agency Abbreviations:

Law Enforcement / Fire / Rescue / EMS Organizations			
Fire Departments		Police Departments	
APFD	Airport Fire	APPD	Airport Police
CIFD	Cincinnati Fire	CIPD	Cincinnati Police
CSFD	Crescent Springs / Villa Hills Fire Authority	CVPD	Covington Police
CVFD	Covington Fire	EDPD	Edgewood Police
EDFD	Edgewood Fire	ELPD	Elsmere Police
ELFD	Elsmere Fire	ERPD	Erlanger Police
ERFD	Erlanger Fire	FMPD	Fort Mitchell Police
FMFD	Fort Mitchell Fire	FMPD	Fort Wright Police
FWFD	Fort Wright Fire	IPPD	Independence Police
IPFD	Independence Fire	KCPD	Kenton County Police
LDFD	Ludlow Fire	KCRS	Kenton County Regional SWAT
NKTRT	Northern Kentucky Technical Rescue Team	KCSO	Kenton County Sheriff Office
PHFD	Park Hills Fire	KSP	Kentucky State Police
PNFD	Piner Fire	LDPD	Ludlow Police
RYFD	Ryland Fire	LPPD	Lakeside Park Police
TMFD	Taylor Mill Fire	NKDSF	Northern Kentucky Drug Strike Force
WTFD	Walton Fire	PHPD	Park Hills Police
		TMPD	Taylor Mill Police
		VHPD	Villa Hills Police
Cities / Unincorporated Communities			
ATW	Atwood Community	KCFC	Kenton County Fiscal Court
BRM	Bromley, City of	KV	Kenton Vail, City of
CH	Crestview Hills, City of	LAT	Latonia Community
COV	Covington, City of	LDW	Ludlow, City of
CS	Crescent Springs, City of	MNV	Morningview Community
EDG	Edgewood, City of	NCH	Nicholson Community
ELS	Elsmere, City of	PH	Park Hills, City of
ERL	Erlanger, City of	PNR	Piner / Fiskburg Communities
FV	Fairview, City of	RH	Ryland Heights, City of
FM	Fort Mitchell, City of	TM	Taylor Mill, City of
FW	Fort Wright, City of	VH	Villa Hills, City of
IND	Independence, City of	WAL	Walton, City of
KC	Kenton County	VSA	Visalia Community





# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX B – ACRONYMS AND ABBREVIATIONS

### Appendix B – Acronyms and Abbreviations

Acronym	Full Name / Term
A	Alpha Side
AAR	After Action Report / Review; <b>also</b>
AAR/IP	After Action Report / Improvement Plan
AC / A/C	Assistant Chief; <b>also</b> Area Command
ACP	Area Command Post
AD	Animal Disease
ADA	American Disabilities Act
ADE	Animal Disease Emergency
AFB	Air Force Base
AHIMT	All-Hazards Incident Management Team
AHJ	Authority Having Jurisdiction
ALS	Advanced Life Support
AM	Area Manager
AMR	American Medical Response
AMS	Aerial Measuring System
AMSC	Area Maritime Security Committee
ANG	Air National Guard
ANSIR	Awareness of National Security Issues and Response Program
AOBD	Air Operations Branch Director
AOC	Administrative Offices of the Courts; <b>also</b> Agency Operations Center
AOR	Area of Responsibility
AP	Action Plan
APFD	Cincinnati / Northern Kentucky International Airport Fire Department
APHIS	Animal and Plant Health Inspection Services
APPD	Cincinnati / Northern Kentucky International Airport Police Department
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARCGIS	Aeronautical Reconnaissance Coverage Geographic Information System
AREP	Agency Representative
ARES	Amateur Radio Emergency Service
ARFF	Aircraft Rescue and Fire Fighting
ARG	Accident Response Group
ARS	Agriculture Research Service

Acronym	Full Name / Term
ASG	Air Support Group
ASHER	Active Shooter/Hostile Event Response
ATC	Air Traffic Control
ATF	Alcohol Tobacco Firearms and Explosives Agency
ATL	Attempt To Locate
ATSD (CS)	Assistant to the Secretary of Defense for Civil Support
ATSDR	Agency for Toxic Substance Disease Registry
AUX	Auxiliary
AVPU	Alert, Verbal Stimuli, Painful Stimuli, Unresponsive
B	Bravo Side
BBL	Barrel
BC	Boone County
BCEMA	Boone County Emergency Management Agency
BCPSCC	Boone County Public Safety Communication Center
BCWR	Boone County Water Rescue Team
BDC	Bomb Data Center
BLS	Basic Life Support
BMM	Bomb-Making Material
BOLO	Be On Look Out
BRM	City of Bromley
BVM	Bag Valve Mask
C	Car; <b>also</b> Charley Side
C / B	Chemical / Biological
C2	Command and Control
C3	Command, Control, Communications
C4	Command, Control, Communications and Computers
C4ISR	Command, Control, Communications and Computers + Intelligence, Surveillance and Reconnaissance
CAAG	Commonwealth Assessment and Analysis Group
CAD	Computer Aided Dispatch Software
CAO	City/Chief Administrative Officer (City Manager); <b>also</b>



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
	Commonwealth Attorney Office
CAP	Civil Air Patrol; <i>also</i> Corrective Action Program; <i>also</i>
CAP	Common Alerting Protocol
CAPT	Captain
CATS	Consequence Assessment Tool Set
CBDIAC	Chemical, Biological, Defense Information and Analysis Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBIRF	Chemical/Biological Incident Response Force
CBRN	Chemical, Biological, Radiological, and Nuclear
CBRNE	Chemical Biological Radiological Nuclear and Explosive (Threat)
CC	Campbell County
CCCD	Chemical Causality Care Division (USAMRICD)
CCDC	Campbell County Consolidated Dispatch Center
CCLSAR	Campbell County Land Search And Rescue
CCOEM	Campbell County Office of Emergency Management
CCP	Causality Collection Point
CDC	Centers For Disease Control And Prevention
CDRG	Catastrophic Disaster Response Group
CEOC	Commonwealth Emergency Operations Center ( <i>See also</i> SEOC)
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERC	Commonwealth Emergency Response Commission
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFD	Covington Fire Department
CFM	Cubic Feet Per Minute
CFO	City/Chief Financial Officer
CFR	Code of Federal Regulations
CGIG	Commonwealth Geospatial Information Group

Acronym	Full Name / Term
CGIG	Commonwealth Geospatial Information Group
CH	Channel; <i>also</i> City Of Crestview Hills
CHEMTREC	Chemical Transportation Emergency Center
CHFS	Cabinet for Health and Family Services
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CICG	Commonwealth Intergovernmental Coordination Group
CIFD	Cincinnati Fire Department
CIN	Cincinnati
CIPD	Cincinnati Police Department
CIRG	Critical Incident Response Group
CISM	Critical Incident Stress Management
CJE	County Judge Executive
CJIC	Commonwealth Joint Information Center
CM	Consequence Management
CMT	Crisis Management Team
CMU	Crisis Management Unit
CNKIA	Cincinnati / Northern Kentucky International Airport
CNU	Crisis Negotiation Unit
COG	Continuity of Government; <i>also</i> Council of Governments; <i>also</i> Collaborative Operating Group
COML	Communications Unit Leader
CONOPS	Concept Of Operations
COOP	Continuity Of Operations Plan
COP	Common Operating Picture
COV	City of Covington
COVID-19	Novel Coronavirus (Novel stands for New, "CO" for Corona, "VI" for virus, "D" for disease, and "19" for year identified)
CP	Command Post; <i>also</i> Communications Plan
CP3	Center for Prevention Programs and Partnerships
CPD	Covington Police Department
CPG	Civil Preparedness Guide; <i>also</i> Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
	Emergency Operations Plans, Version 3.0 (CPG 101 V3). Sept. 2021 3.0
CPR	Cardio Pulmonary Resuscitation
CRIA	Community Resilience Indicator Analysis
CROG	Commonwealth Recovery Operations Group
CRT	Crisis Response Team
CRTCC	Cincinnati Real Time Crime Center
CRU	Crisis Response Unit
CS	City of Crescent Springs
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSFD	Crescent Springs / Villa Hills Fire Authority
CST	Civil Support Teams
CUC	Commonwealth Unified Command
CVFD	Covington Fire Department
CVG	Cincinnati / Northern Kentucky International Airport
CVPD	Covington Police Department
CW/CBD	Chemical Warfare/Contraband Detection
D	Delta Side
DA	Damage Assessment; <i>also</i> District Attorney
DC	Detention Center; <i>also</i> Discontinue
DECON	Decontamination
DEHP	Division of Epidemiology and Health Planning
DEMOB	Demobilization
DEP	Department of Environmental Protection
DEPT	Department
DES	Disaster Emergency Services
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DIVS	Division / Group Supervisor
DLG	Department for Local Government
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource

Acronym	Full Name / Term
DMORT	Disaster Mortuary Operational Response Team
DO	Duty Officer
DOB	Date Of Birth
DOC	Department Operations Center
DOCL	Documentation Unit Leader
DOD	United States Department of Defense
DOE	Department of Energy
DOH	Department of Health
DOJ	Department of Justice
DOT	Department of Transportation
DPMU	Disaster Portable Morgue Units
DPP	Domestic Preparedness Program
DRC	Disaster Recovery Center
DTCTPS	Domestic Terrorism / Counter Terrorism Planning Section (FBI HQ)
DTPA	Diethylenetriamine Pentaacetic Acid
DVE	Domestic Violent Extremist
DWI	Disaster Welfare Inquiry System
E	East
e.g.	Example Given
EAP	Emergency / Event Action Plan; <i>also</i> Employee Assistance Program
EAS	Emergency Alert System
ECBC	Edgewood Chemical Biological Center (formerly SBCCOM)
ECIC	Emergency Communications & Information Center
ED or ER	Emergency Department / Emergency Room
EDFD	Edgewood Fire Department
EDG	City of Edgewood
EDPD	Edgewood Police Department
EDT	Exercise Design Team
EEG	Exercise Evaluation Guide
EEL	Essential Elements of Information
EHS	Extremely Hazardous Substance
EIS	Emergency Interim Successors
ELFD	Elsmere Fire Department
ELPD	Elsmere Police Department
ELS	City of Elsmere



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
EM	Emergency Management; <i>or</i> Emergency Manager
EMA	Emergency Management Agency
EMAC	Emergency Management Assistant Compact
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMT / EMT-P	Emergency Medical Technician / P = Paramedic
EO	Executive Order
EOC	Emergency Operations Center
EOD	Explosive Ordnance Device / Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
EPPC	Environmental and Public Protection Cabinet
EQPT	Equipment
ERFD	Erlanger Fire/EMS Department
ERFOG	Emergency Responder Field Operating Guide
ERG	Emergency Response Guide
ERL	City of Erlanger
ERPD	Erlanger Police Department
ERT	Emergency Response Team; <i>also</i> Environmental Response Team
ERT-A	Emergency Response Team – Advance Element
ESF	Emergency Support Function
Esri	Environmental Systems Research Institute (Software Development Company for Arc-GIS)
ETA	Estimated Time of Arrival
EU	Explosives Unit
FA	First Aid
FAA	Federal Aviation Agency
FAC	Family Assistance Center
FAD	Foreign Animal Disease
FAX	Facsimile
FBI	Federal Bureau of Investigation

Acronym	Full Name / Term
FCC	Federal Communication Commission
FCO	Federal Coordinating Officer
FD	Fire Department
FDA	Federal Drug Agency
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FERPA	Family Educational Rights and Privacy Act
FF	Firefighter
FIA	Federal Insurance Administration
FM	City of Fort Mitchell
FMFD	Fort Mitchell Fire Department
FMPD	Fort Mitchell Police Department
FNF	Fixed Nuclear Facility
FNS	Food and Nutrition Service
FOC	Field Operations Center
FOG	Field Operating Guide
FOIA	Freedom Of Information Act
FOUO // U	For Official Use Only // Unclassified
FPM	Final Planning Meeting
FR	First Responder
FRC	Family Reunification Center
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FS	Forest Service
FSC	Finance/Administration Section Chief
FSE	Full-Scale Exercise
Ft. / ‘	Feet
FW	City of Fort Wright
FWFD	Fort Wright Fire Department
FWPD	Fort Wright Police Department
gal.	Gallons
GAR	Governors Authorized Representative
GC	Grant County
GCEMA	Grant County Emergency Management
GCFC	Greater Cincinnati Fusion Center
GCTC	Gateway Community Technical College
GIS	Geographical Information Systems



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
GOA	Gone On Arrival
GPS	Global Positioning System
GSUL	Ground Support Unit Leader
H2O	Water
HA	Hazard Analysis
HAZ-MAT	Hazardous Material(s)
HC	Hamilton County
HCEMHTA	Hamilton County Emergency Management & Homeland Security Agency
HEPA	High-Efficiency Particulate Air
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HLSA	Homeland Security Act
HME	Homemade Explosive
HMRU	Hazardous Materials Response Unit
HPC	Hospital Planning Coalition
HPP	Hospital Preparedness Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVE	Homegrown Violent Extremist
i.e.	In Example
IA	Individual Assistance
IAP	Incident Action Plan
IAW	In Accordance With
IC or UC	Incident Command or Unified Command
ICAC	Internet Crimes Against Children
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
ID	Identification; <b>also</b> Identify
IDLH	Immediately Dangerous to Life and Health
IDNR	Indiana Department of Natural Resources
IED	Improvised Explosive Device
IG	Inspector General

Acronym	Full Name / Term
IID	Improvised Incendiary Device
IMS	Incident Management System
IMT	Incident Management Team
IN	Indiana
In / “	Inches
IND	City of Independence; <b>also</b>
IND	Improvised Nuclear Device
Intel	Intelligence
IO	Intelligence Officer; <b>also</b> Interosseous (as in medication administration route, tubing, or needles)
IoT	Internet of Things
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
IPFD	Independence Fire Department
IPm	Initial Planning Meeting
IPPD	Independence Police Department
IPT	Integrated Process Team
ISP	Incident Specific Plan
IST	Incident Support Team
IT	Information Technology
ITS	Information Technology Specialist
IV	Intravenous (as in medication administration route, tubing or needle)
J6	KYNG Information Technology and Telecommunications Unit
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JCAT	Joint Counterterrorism Assessment Team
JEMS	Joint Emergency Management System
JFHQ- JOC	Joint Force Headquarters /Joint Operations Center
JFO	Joint Field Office
JHAT	Joint Hazard Assessment Team
JIC	Joint Information Center
JIS	Joint Information System
JITT	Just In-Time Training; <b>also</b> Just In Time Treatment
JOC	Joint Operations Center
JPDA	Joint Preliminary Damage Assessments



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
JRIC	Joint Regional Intelligence Center
JRSOI	Joint Reception Staging & Onward Integration Centers
JTF-CS	Joint Task Force for Civil Support
JumpSTART	Juvenile/Pediatric version of Simple Triage And Rapid Treatment (See START)
K9	Canine
KAR	Kentucky Administrative Regulations
KBEMS	Kentucky Board of Emergency Medical Services
KC	Kenton County
KCAO	Kenton County Attorney's Office
KCAS	Kenton County Animal Services
KCCRB	Kentucky Community Crisis Response Board
KCDC	Kenton County Detention Center
KCECC	Kenton County Emergency Communications Center (Dispatch)
KCEOP	Kenton County Emergency Operations Plan
KCFC	Kenton County Fiscal Court; <b>also</b> Kenton County Fire Chief's Association
KCFIT	Kenton County Fire Investigation Team
KCFM	Kenton County Fleet Maintenance
KCHSEM	Kenton County Homeland Security Emergency Management
KCPD	Kenton County Police Department
KCPD-STAR	Kenton County Police Department Serious Traffic Accident Reconstruction
KCPW	Kenton County Public Works
KCRS	Kenton County Regional SWAT Team
KCSD	Kenton County School District
KCSO	Kenton County Sherriff Office / Officer
KDA	Kentucky Department of Agriculture
KDE	Kentucky Department of Education
KDF	Kentucky Division of Forestry
KDFW	Kentucky Fish & Wildlife
KDPH	Kentucky Department of Public Health
KEMIS	Kentucky Emergency Management Information System
KERC	Kentucky Emergency Response Commission
KET	Kentucky Educational Television

Acronym	Full Name / Term
KEWS	Kentucky Emergency Warning System
KFC	Kentucky Fire Commission
KHA	Kentucky Housing Authority
KIA	Kentucky Infrastructure Authority
KIFC	Kentucky Intelligence Fusion Center
KLC	Kentucky League of Cities
KNG	Kentucky National Guard
KOHS	Kentucky Office of Homeland Security
KOIN	Kentucky Outreach and Information Network
KRS	Kentucky Revised Statutes
KSDA	Kentucky Search Dog Association
KSME	Kentucky State Medical Examiner's
KSP	Kentucky State Police
KV	City Of Kenton Vail
KY	Kentucky
KyEM	Kentucky Emergency Management
KYEOP	Kentucky Emergency Operations Plan
KYTC	Kentucky Transportation Cabinet
KyTCD6	Ky Transportation Cabinet District 6
LAN	Local Area Network
LAT	Latonia Community
Lat/Long	Latitude & Longitude
LDFD	Ludlow Fire Department
LDPD	Ludlow Police Department
LDW	City of Ludlow
LE	Law Enforcement
LEA	Law Enforcement Agency
LEO	Law Enforcement Officer / Organization
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LKP	Last Known Place or Position
LL	Lessons Learned
LNO	Liaison Officer
LO	Logistics Officer
LOL	List Of List
LP	City of Lakeside Park
LPPD	Lakeside Park Police Department
LRC	Legislative Research Commission
LSC	Logistics Section Chief



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
LT	Lieutenant
LTC / LTCF	Long Term Care / Long Term Care Facility (Nursing Home)
LZ	Landing Zone
MA	Mutual Aid; <i>also</i> Motorist Assist
MAA	Mutual Aid Agreement
MAC	Multiagency Coordination Group
MACS	Multi-agency Coordination System
MARSEC	MARitime SECurity (United States Coast Guard Maritime Security Levels)
MCI	Mass Causality Incident
MCU	Mass Causality Unit
MDM	Mis- Dis- and Mal-Information
MDMS	Mortality Data Management System
MDU	Mass Decontamination Unit
ME	Medical Examiner
MEDIC	Emergency Medical Technician or Paramedic
MERP	Medical Emergency Response Plan
MHz	Megahertz
MM	Mile Marker
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOC	Manager-On-Call
MOU	Memorandum Of Understanding
MRE	Meal's ready to Eat
MSCA	Military Support to Civil Authorities
MSDS	Material Safety Data Sheet (See SDS)
N	North
N1H1	Influenza A Virus Know As Swine Flu
NAIs	Named Areas of Interest
NAP	Nuclear Assessment Program
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NCH	Natural, Cultural and Historic
NCMEC	National Center for Missing & Exploited Children
NCP	National Contingency Plan
NCS	National Communication System
NCSD	National Cyber Security Division
NDMS	National Disaster Medical System

Acronym	Full Name / Term
NEOC	National Emergency Operations Center
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NG	National Guard
NGO	Nongovernmental Organization
NHC	National Hurricane Center
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NIPP	National Infrastructure Protection Plan
NK	Northern Kentucky
NKADD	Northern Kentucky Area Development District
NKDSF	Northern Kentucky Drug Strike Force
NKEPC	Northern Kentucky Emergency Planning Committee
NKHD	Northern Kentucky Health Department
NKHMU	Northern Kentucky Hazardous Materials Unit
NKHPC	Northern Kentucky Hospital Planning Coalition
NKTRT	Northern Kentucky Technical Rescue Team
NKU	Northern Kentucky University
NKWD	Northern Kentucky Water District
NKY	Northern Kentucky (Predominately counties within and surrounding the I-275 loop) Boone, Campbell, Grant, Kenton, Pendleton. Can also include Gallatin, Owen, Bracken
NMRT	National Medical Response Team
NMSZ	New Madrid Seismic Zone
NOAA	National Oceanic and Atmospheric Administration
NOP	Next Operational Period
NOTAM	Notice to Airmen
NPF	National Planning Framework
NPG	National Preparedness Guide
NQS	National Qualification System
NRC	National Response Center; <i>also</i> Nuclear Regulatory Commission



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
NRCC	National Response Coordination Center
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSS	National Shelter System
NTAS	National Terrorism Advisory System
NTIS	National Technical Information Service
NWS	National Weather Service
NWS-W	National Weather Service-Wilmington Office
O2	Oxygen
OAG	Office of the Attorney General
ODNR	Ohio Department of Natural Resources
ODOT	Ohio Department of Transportation
ODP	Office for Domestic Preparedness (DHS)
OEM	Office of Emergency Management
OH	Ohio
OHS	Office of Homeland Security
OIC	Officer In Charge
OIG	Office of the Inspector General
OKI	Ohio Kentucky Indiana
OPSEC	Operations Security
OPSUM	Operational Summary
ORR	Open Records Request
OSC	On-Scene Commander; <b>also</b> Operations Section Chief
OSD	Office of the Secretary of Defense
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration
OSP	Ohio State Patrol
OTF1	Ohio Task Force 1
P25	Project 25 - Digital Two-Way Radio Technology
PA	Public Assistance; <b>also</b> Privacy Act (See FOIA)
PAO	Public Affairs Officer
PATCOM	Patrol Commander (US Coast Guard)
PAZ	Protective Action Zone
PC	Pendleton County
PCEMA	Pendleton County Emergency Management Agency

Acronym	Full Name / Term
PD	Police Department
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDS	Planning Development Services of Northern Kentucky
PFD	Personal Floatation Device
PH	City of Park Hills
PHFD	Park Hills Fire Department
PHI	Personal Health Information
PHPD	Park Hills Police Department
PHS	Public Health Service
PIO	Public Information Officer
Pkg	Package
PL	Public Law
PLK	Point Last Known
PLS	Point Last Seen
PMEF	Primary Mission Essential Functions
PNFD	Piner Fire Department
PNR	Piner / Fiskburg Community
PO	Police Officer
POC	Point of Contact
POD	Point of Distribution (EM); <b>also</b> Point Of Dispensing (DPH); <b>also / or</b>
PoD	Probability of Detection
POV	Personal or Privately Owned Vehicle
PPE	Personal Protective Equipment
PRN	As Needed
PSA	Public Service Announcement
PS-BEOC	Private Sector Business Emergency Operations Center
PSC	Planning Section Chief
PSCC	Public Safety Communications Center
PSRC	Parent-Student Reunification Center
PT	Patient
PTB	Position Task Book
PTL	Patrol
PTS	Patient Transport Services
Pub. L	Public Law
PUC	Public Utilities Commission
PW	Public Works
RA	Rick Assessment
RACES	Radio Amateur Civil Emergency Services





## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
RAO	Regional Administrative Officer
RAP	Radiological Assistance Program
RAPT	Resilience Analysis and Planning Tool
RC	Reunification Center
RCC	Regional Coordination Center
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersion Device
REAC/TS	Radiation Emergency Assistance Center - Training Site
REACT	Radio Emergency Assistance Communications Team
RECC	Regional Emergency Coordination Center
RERP	Radiological Emergency Response Plan
RESL	Resource Unit Leader
RFI	Request for Information
RH	City of Ryland Heights
RMVE	Racially or Ethnically Motivated Violent Extremists
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
RP	Reporting Party
RPC	Regional Preparedness Coordinators [DPH]
RPM	Respirations, Pulse, Mental Status; <b>also</b> Revolutions Per Minute; <b>also</b> Rack, Pulley, Mechanical Advantage
RQ	Reportable Quantity
RRCC	Regional Response Coordination Cell
RRIS	Rapid Response Information System (FEMA)
RRM	Regional Response Manager
RRT	Regional Response Team; <b>also</b> Rapid Response Team
RSA	Revised Statutes Annotated
RSF	Recovery Support Function
RTF	Rescue Task Force
RX	Prescription
RYFD	Ryland Fire Department
S	South
S/O	Specific Objective
SA	Staging Area; <b>also</b> Situational Awareness; <b>also</b>

Acronym	Full Name / Term
	Salvation Army
SAC	Special Agent in Charge (FBI)
SAR	Search And Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SARS	Severe Acute Respiratory Syndrome
SBA	Small Business Administration, U.S.
SBCCOM	Soldier and Biological Chemical Command US Army (now known as ECBC)
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SD1	Sanitation District Number 1 of Northern Kentucky
SDS	Safety Data Sheet (Replaced MSDS)
SEAR	Special Event Assessment Rating
SEB	State Emergency Board
SEH	Saint Elizabeth HealthCare (Hospitals)
SEMS	Standardized Emergency Management System
SEOC	State Emergency Operations Center (also see CEOC)
SEP	Saint Elizabeth Physicians
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SFM	State Fire Marshal
SFRT	State Fire Rescue Training
SGT	Sergeant
SHMT	State Hazard Mitigation Team
SHOC	State Hospital Operations Center
SIDN	FEMA Student Identification Number
SIOC	Strategic Information and Operations Center (FBI HQ)
SITL	Situation Unit Leader
SITMAN	Situation Manual
SITREP	Situation Report
SLG	State and Local Guide
SM	Security Manager
SME	Subject Matter Expert
SMS	Short Messaging Service
SNM	Special Nuclear Material



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
SNS	Strategic National Stockpile
SO	Safety Office / Officer; <b>also</b> Sheriff Office; <b>also</b> Staging Officer
SOC	Special Operations Chief Special Operations Center School Operations Center
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SOSINK	Southern Ohio Southern Indiana Northern Kentucky Region
SP	State Police
SR	State Route
STAM	Staging Area Manager
STAR KCPD-STAR	Serious Traffic Accident Reconstruction; Kenton County Police Department STAR
START	Simple Triage And Rapid Treatment
START- SAVE	Simple Triage And Rapid Treatment - Secondary Assessment of Victim Endpoint
START – RPM	Simple Triage And Rapid Treatment – Respirations Pulse Mental Status
STCR/TFLD	Strike Team / Task Force Leader
SWAT	Special Weapons And Tactics Unit
SWET MS	Sewer, Water, Electric, Transportation, Medical, Schools
SWP	State Warning Point
TAG	The Adjunct General
TANK	Transit Authority of Northern Kentucky
TES	Threatened and Sensitive Species
TEU	U.S. Army Tech Escort Unit
TF	Task Force
TFL	Task Force Leader
TFR	Temporary Flight Restriction
THIRA	Threat and Hazard Identification and Risk Assessment
TM	City of Taylor Mill
TMFD	Taylor Mill Fire Department
TMPD	Taylor Mill Police Department
TOC	Transportation Operations Center
TPQ	Threshold Planning Quantity
TTX	Tabletop Exercise
TX	Telephone / Transmitting
U	Unclassified (See FOUO)

Acronym	Full Name / Term
UAC	Unified Area Command
UC	Unified Command; <b>also</b> University Of Cincinnati / University Of Cincinnati Hospital <b>or</b> University Hospital (see UH)
UCS	Unified Command System
UH	University Hospital
UHF	Ultra-High Frequency
USA	United States of America; <b>also</b> United States Army
USACE	United States Army Corps of Engineers
USAFRCC	United States Air Force Rescue Coordination Center
USAMRICD	U.S. Army Medical Research Institute of Chemical Defense
USAMRIID	U.S. Army Medical Research Institute of Infectious Disease
USAR	Urban Search And Rescue
USC	United States Code
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USDA-FS	United States Department of Agriculture Fire Service
USDOT	United States Department Of Transportation
USEPA	United States Environmental Protection Agency
USMCC	United States Mission Control Center
USMS	United States Marshal Service
USSS	United States Secret Service
VA	Department of Veterans Affairs; <b>also</b> Vulnerability Assessment
VDE	Violent Domestic Extremist
VEOC	Virtual Emergency Operations Center
VH	City of Villa Hills
VHF	Very High Frequency
VHPD	Villa Hills Police Department
VIP	Very Important Person
VoIP	Voice Over Internet Protocol
VOL	Volunteer
VOST	Virtual Operations Support Team
VS	Veterinary Services
VTC	Video Teleconference



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Acronym	Full Name / Term
VTTX	Virtual Tabletop Exercise
W	West
WEA	Wireless Emergency Alerts
WES	Wireless Emergency System
WHO	World Health Organization
WMD	Weapon(s) of Mass Destruction
WMD-CST	Weapon(s) of Mass Destruction Civil Support Team
WS	Wildlife Services



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX B – ACRONYMS AND ABBREVIATIONS

Law Enforcement Phonetic Alphabet			
A	Adam		N
B	Boy		O
C	Charley		P
D	David		Q
E	Edward		R
F	Frank		S
G	George		T
H	Henry		U
I	Ida		V
J	John		W
K	King		X
L	Lincoln		Y
M	Mary		Z

Dispatch Codes / Signals	
Signal 1	Wanted person and/or warrant on file, also, "hit" on article, auto, etc.
Signal 2	Violent/Mental/Disturbed Person.
Signal 3	Out of Service/Shift, Court, Complaint, on-scene, etc.
Signal 4	In Service/Court, Shift, Assignment complete, etc.
Signal 7	Officer needs immediate assistance.
Signal 8	Officer needs assistance non-emergency
Signal 100	LEO Break – (shall be marked unavailable for call in the CAD)
10-4	Used as acknowledgement of transmission, confirmation that message was understood.
Code	Emergency / None-Emergency
Code 1	Non-Emergency Response
Code 2	Emergency Response
10-41	Prisoner



# Kenton County Kentucky Emergency Operations Plan

## Appendix C

### Glossary of Terms & Definitions

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## Kenton County Homeland Security Emergency Management

Kenton County Homeland Security  
Emergency Management  
Director Steve Hensley

(Version: APP C 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS



# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

### Appendix C – Glossary of Terms and Definitions

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## A

**Action Planning** – Steps, or activities, that must be taken to improve and sustain identified strategies.

**Active Resistance** – To intentionally and unlawfully oppose the lawful order of a peace officer in a physical manner (e.g., bracing, tensed muscles, interlock arms/legs, pushing, kicking, etc.).

**Aerosol** – Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

**After Action Report** – A report covering response actions, application of ICS, modifications to plans and procedures, training needs, and recovery activities.

**After Action Review** – An After Action Review (AAR) is a learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weakness. An AAR is performed as immediately after the event as possible by the personnel involved. An AAR should encourage input from participants that is focused on (1) WHAT WAS PLANNED, (2) what actually happened, (3) why it happened, and (4) what can be done in the future. It is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project.

**After-Action Report/Improvement Plan (AAR/IP)** – The main product of the Evaluation and Improvement Planning process. The After-Action Report/Improvement Plan (AAR/IP) has two components – an After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

**Agency** – A division of government with a specific function offering a particular kind of assistance.

**Agency Operations Centers (AOC)** – The AOCs are the County agencies' versions of the KCEOC. These additional operation centers allow the agencies involved in the emergency or incident to engage their subject matter experts, communications capabilities, and resource management teams in supporting the goals and objectives of the overall response and operations plans. An AOC works directly with their ESF liaison in the KCEOC and coordinates with local internal response elements, districts, and community agencies.

**Agency Representative** – A person assigned by a primary, assisting, or cooperating government agency or private entity that has been delegated authority to make decisions affecting that agency's



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**All-Hazards** – Natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of community activities.

**Amateur Radio** – A service of radio communications, performed by persons interested in the radio art solely for personal gain and without pecuniary interest. Operates in the public interest, convenience or necessity, therefore is available for use in emergency situations.

**Analyzing Hazards** – A process to determine what hazards or threats merit special attention, what actions must be planned for, and what resources are likely to be needed.

**Anarchist** – A person who uses unlawful, violent means to cause disorder or upheaval

**Appendixes** – Supporting documents such as a list of acronyms, copies of statutes, and maps that provide additional guidance and references for planning.

**Area Command** – An organization established (1) to oversee the management of multiple incidents that are each being handle by a CS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensures that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Arrest Protocol** – The formal process of placing subjects under arrest, taking into custody, and associating the arresting peace officer(s) with the specific individual arrested.

**Arrest Teams** – Personnel assigned to arrest duties during civil disobedience/civil disorder incidents.

**Assaultive Resistance** – Aggressive or combative behavior which attempts or threatens to assault an officer.

## B

**Biological Agents** – Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

**Booking Teams** – Personnel assigned to custodial processing duties during incidents of civil disobedience/civil disorder.

**Branch** – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.





## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Business Recovery** – A component of the Continuity of Operations Plan (COOP) annex that describes the systems in place to continue business and administrative operations after an incident.

## C

**Catastrophic Disaster** – For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects State, Local, and private sector capabilities to begin and sustain response activities.

**CERCLA Hazardous Substance** – A superfund Hazardous Substance listed in Table 302-4 of 40 CFR Part 302.4 which mandates facilities to comply with specific release notification requirements under CERCLA and Title III (Reportable quantity chemicals).

**Chain of Command** – A series of command, control, executive, or management positions in hierarchical order of authority. The orderly line of authority within the ranks of the incident management organization. Is a series of command, control, executive, or management positions in hierarchical order of authority.

**Checklist** – Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

**Chemical Agent** – A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. It is generally separated by severity of effect: lethal, blister, and incapacitating.

**Chemical Agents** – See Nonlethal Chemical Agents.

**Chemical Transportation Emergency Center (CHEMTREC)** – A chemical information center provided by the Federal Government as a source of first response advice in substance/chemical spills. CHEMTREC can usually put those on scene at an emergency in touch with the product shippers.

**Chief** – The ICS title for individuals responsible for management of function sections – Operations, Planning, Logistics, and Finance/Administration. The upper part of a heraldic field. The head of a body of persons or an organization such as Police or Fire Department.

**Civil Air Patrol (CAP)** – A civilian auxiliary of the United States Air Force. The CAP provides volunteer pilots, aircraft, communications and ground personnel for emergency use in search and rescue, messenger service, light transport flights, airborne communications, ground search and reconnaissance support.

**Civil Disobedience** – An unlawful event involving a planned or spontaneous demonstration by a group of people.

**Civil Disorder** – An unlawful event involving significant disruption of the public order.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Civil Disturbance** – Is the degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob. A civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety.

**Civil Preparedness Guide (CPG)** – A FEMA Publication which provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

**Command** – The authority a peace officer lawfully exercises over subordinates by virtue of his/her rank and assignment or position. The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff** – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Procedures** – Standardized, specific actions for staff to take in response to a variety of hazards, threats, or incidents. Examples include evacuation, shelter-in-place, and parent-student reunification.

**Common Terminology** – Standardized words and phrases used to ensure consistency while allowing diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Commonwealth Assessment and Analysis Group (CAAG)** – The CAAG collects, assesses, and analyzes emergency information, then produces reports detailing the current emergency. The CAAG also establishes the overall trend of the incident, whether it is trending better, or worse, through daily updates to the CEOC.

**Commonwealth Emergency Operations Center (CEOC)** – The CEOC is the main hub for the Commonwealth's response to a disaster, incident, or event. The CEOC has a management team comprised of KYEM staff and liaisons from the state agencies and private partners in the form of ESFs and C-Groups. This ensemble is responsible for coordinating the Commonwealth's response in support of local jurisdictions and its citizens. CEOC functions, position descriptions, and resource requirements are identified in the CEOC Operations Guide.

**Commonwealth Geospatial Information Group (CGIG)** – The CGIG provides geographic information mapping for the CEOC as well as with local, county, state, and federal partners.

**Commonwealth Intergovernmental Coordination Group (CICG)** – The CICG coordinates all internal and external communications between governmental agencies and elected officials within the impacted areas.

**Commonwealth Recovery Operations Group (CROG)** – The CROG is responsible for short-term recovery operations (i.e., damage assessment, individual assistance, public assistance, small business association) from the first county declaration, working with FEMA to conduct joint damage assessments, establishing Disaster Recovery Centers, and any additional processes leading up to but not including Community Recovery. Community Recovery is the responsibility of ESF 14.



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### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Commonwealth Unified Command (CUC)** – The CUC consists of, at a minimum, the following policy and leadership decision makers – the Governor or his/her representative, The Adjutant General of Kentucky National Guard, the Director of Kentucky Emergency Management, and the Cabinet Secretary or Commissioner of primary response organization(s). The purpose of the CUC is to provide policy and overall guidance to the response and recovery operations managed through the CEOC.

**Communication** – A section of the basic plan that refers to the internal and external strategies and tools to communicate with stakeholders in the event of an emergency or incident.

**Community** – A political entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county; however, each State defines its own political subdivisions and forms of government.

**Compliance Techniques** – Reasonable, lawful use-of-force methods intended to encourage suspect cooperation.

**Compliant Behavior** – Behavior consistent with submitting to lawful orders of a peace officer without resistance.

**Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA)** – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the “Superfund” to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA)

**Comprehensive Preparedness Guide (CPG) 101** – A guide designed to assist jurisdictions with developing emergency operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

**Consequence Management** – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. (Source: Federal Response Plan Terrorism Incident Annex, page TI-2. April 1999. The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

**Continuity of Government (COG)** – Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

**Continuity of Operations (COO)** – A functional annex providing procedures to follow in the wake of an incident where the normal operations of the community are severely disrupted.

**Continuity of Operations (COOP) Plan** – A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific



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### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

**Control Devices** – Devices intended to assist peace officers in gaining control of subjects who refuse to submit to lawful authority (e.g., batons, electronic control devices, restraints, chemical agents, etc.).

**Coordinate** – To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Crisis Management** – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and / or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident and coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

**Crisis Response Team** – A team trained to assist in the healing process of staff following a traumatic event or incident.

**Critical Facilities** – Any location essential to the well-being and safety of the community requiring law enforcement protection during a critical incident.

**Critical Incident Stress Debriefing Team (CISD)** – CISD is counseling and educational group process designed specifically for emergency response workers to mitigate the impact of a critical incident on personnel and to accelerate recovery in normal people experiencing normal reactions to totally abnormal events.

**Critical Infrastructure** – Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Crowd** – A number of persons gathered together.

**Crowd Control** – Law enforcement response to a pre-planned or spontaneous event, activity, or occurrence that has become unlawful or violent and may require arrests and/or the dispersal of the crowd.

**Crowd Dynamics** – Factors which influence crowd behavior.

**Crowd Intervention** – Law enforcement response to a pre-planned or spontaneous event, activity, or occurrence to deal with isolated unlawful behavior or an impact to public safety while allowing the event/activity/occurrence to continue.

**Crowd Management** – Encompasses law enforcement management, intervention, and control strategies when responding to all forms of public assemblies and gatherings. Also refers specifically to strategies and tactics employed before, during, and after a gathering for the purpose of maintaining the event's lawful activities.



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**Cyber-terrorism** – Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life or against a nation’s critical infrastructures (such as energy, transportation, or government operations) in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

## D

**Dam Failure** – Full or partial collapse of a dam constructed to hold back large volumes of water.

**Damage Assessment (DA)** – The conduct of on-scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

**Decontamination** – Procedures taken to reduce the effects of any nonlethal chemical agent or bio-hazard exposure. The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

**Demobilization** – The orderly, safe, and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC)** – Local agencies may choose to activate a Departmental Operations Center to coordinate resources within their specific jurisdiction or operational area. The DOC should be located at the department / agencies usual place of business – not at the EOC. DOC’s should not prevent or limit the department or agency from full participation in County EOC operations as required. An DOC works directly with their ESF liaison in the KCEOC and coordinates with local internal response elements, districts, and community agencies.

**Deputy** – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Digital Technologies** – are electronic tools, systems, devices and resources that generate, store or process data. Can include internet, Internet of Things (IoT), multimedia, personal electronic/computer devices, communication applications, facial recognition software, internet search engines, social-media sites, email, radio-frequency identification (RFID), and maps and global positioning system (GPS).

**Direction, Control, and Coordination** – A component of the basic plan that outlines the coordination efforts between local fire, law enforcement, and emergency managers. This section includes information on how the emergency operations plan (EOP) fits into the community EOP needs.

**Disaster** – An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a “natural disaster”, a localized event may present



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sufficient impact to a jurisdiction to be classified as a disaster. Any incident or situation declared as such by Executive Order of the Governor, President of the United States, Mayor or County Judge Executive.

**Disaster Field Office (DFO)** – The office established in or near the designated area to support Federal and State response operations.

**Disaster Medical Assistance Team (DMAT)** – A team from the Office of the Assistant Secretary for U.S. Health/Office of Emergency Preparedness – National Disaster Medical Assistance (OASH/OEP-NDMS), that assists in providing care for the ill and injured victims at the site of a disaster or emergency.

**Disaster Mortuary Operational Response Team (DMORT)** – A federalized team of private citizens associated with the National Foundation for Mortuary Care, that respond under ESF-8, Health and Medical Services through FEMA. The DMORT is responsible for maintaining temporary morgues, victim identification and processing, preparing, and disposing of remains. DMORT also provides technical assistance and personnel to recover, identify, and process deceased victims.

**Disaster Recovery Center (DRC)** – A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRCs are established when a Presidential Disaster Declaration is issued. Local, State, and Federal agencies will staff the DRC (i.e., social services, State public health, and the IRS).

**Disaster Welfare Inquiry (DWI) System** – System set up by the American Red Cross to collect, receive, and report information about the status of victims and assist the family with reunification within the disaster area.

**Discipline** – Peace officer behavior that is consistent with demonstrating self-control, teamwork, moderation, and restraint.

**Dismounted Tactics** – Non-mobile tactical formations generally involving team, squad, and platoon-sized units.

**Dispersal Order** – Lawful orders communicated by law enforcement personnel commanding individuals unlawfully assembled to disperse.

**Distribution Centers** – Facilities operated by local governments, local churches, community-based organizations, and voluntary agencies for providing donated goods directly to disaster victims.

**Division** – Is the partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Donations Coordination Center** – An area designated for the coordination of goods, services and volunteers. The Donations Manager / Coordinator, the Volunteer Coordinator, State Donations / Volunteer Coordinator and representatives of participating volunteer agencies will operate from this center. In the event of a declared disaster, the FEMA Donations / Volunteer Coordinator may also operate from this Center.

**Doxing** – is the act of compiling and publicly sharing an individual's personal information without permission. The personal information gathered from social media and other websites can include



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residential addresses, phone numbers, email addresses, passwords, and other information used to target an individual online and possibly in person.

**Duty Officer** – Refers to the individual(s) who staff the 24 hour operations desk at the State Emergency Operations Center located at Boone National Guard Center in Frankfort, Kentucky. These individuals receive incident reports and contact the appropriate personnel to respond if necessary. The Duty Officer maintains a log of all calls received and assigns a specific number to each incident.

## E

**Emergency** – An unexpected situation or event which places life and / or property in danger, and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

**Emergency Alert System (EAS)** – A voluntary network of broadcast stations and inter-connecting facilities, which have been authorized by the Federal Communications Commission (FCC) to disseminate information during an emergency, as provided by the Emergency Alert System plan. The EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at National, State or Local levels.

**Emergency Communication & Information Center (ECIC)** – The ECIC is the Commonwealth's 24-hour Warning Point. Incidents are created and tracked by the duty officer. Once an incident exceeds the capabilities of the duty officer, it is transitioned to the Manager-On-Call for possible CEOC activation.

**Emergency Management (EM)** – A system of organized analysis, planning, decision-making, assignment and coordination of available resources for the mitigation of, preparedness for, response to or recovery from major community-wide emergencies. Refer to Local and State emergency legislation.

**Emergency Management Director** – The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

**Emergency Management/Response Personnel** – Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations (NGOs), private sector organizations; critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. Also known as emergency or first responder.

**Emergency Medical Services (EMS)** – Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). EMS specifically includes those services immediately required to ensure proper medical



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care and specialized treatment for patients in a hospital and coordination of related hospital services.

**Emergency Operations Center (EOC)** – A location from which centralized emergency management is performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. A protected site from which government officials and Emergency response personnel exercise direction and control in an Emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC. The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

**Emergency Operations Plan (EOP)** – An all-hazards document which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on pre-determined assumptions, objectives, and existing capabilities. An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

**Emergency Public Information (EPI)** – Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency, as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

**Emergency Response Team (ERT)** – A FEMA group composed of a headquarters element and a regional element that is deployed by the Director of FEMA to the scene of an extraordinary situation to coordinate the overall Federal response.

**Emergency Support Function (ESF)** – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

**Environment** – Water, air, and land, and the interrelationship, which exists among and between them and all living things.

**Essential Elements of Information (EEI)** – Critical tactical information, obtained from any source, received prior to and/or during an event which is considered so essential that without it, meaningful planning cannot proceed.





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**Evacuation** – Relocation of civilian population to safe areas when disaster, emergencies, or threats thereof necessitate such action. The organized, phased, and supervised withdrawal, dispersal, or removal of students, personnel, and visitors from dangerous or potentially dangerous areas.

**Event** – A planned, non-Emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Exercise** – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of Emergency Operations Plans (EOP).

**Extremely Hazardous Substance (EHS)** – 366 “acutely toxic” chemicals on the Environmental Protection Agency’s (EPA) list of extremely hazardous substances listed in 40 CFR 355 Appendix A. Since the requirement for this list is contained in Section 302 of the Emergency Protection and Community Right to Know Act (EPCRA), these chemicals are also known as 302 chemicals. The list and additional information about each chemical can be obtained by contacting the EPA. A copy of the list is provided in Appendix E-3 to this ESF.

## F

**Facility** – As defined by section 101 of CERCLA, means any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

**Family Reunification Center** – A common procedure implemented after an incident or emergency. A reunification area away from the incident is established for family/parents/guardians to reunite with their family. Family reunification may be needed if a specific location is evacuated or closed as a result of a hazardous materials incident, fire, school violence, or other hazard.

**Fatality Management and Mortuary Services** – The fatality management and mortuary services functions are coordinated through ESF 8 Kenton County Coroners. ESF 8 will coordinate with the Kentucky Medical Examiner’s Office and Kentucky Coroner’s Office. Incident Response Team for emergency mortuary services, personnel, equipment, and supplies for managing mass fatalities or natural death surge victims. ESF 8 also monitors operations, provides guidance and support to ensure the protection of fatality management personnel from infectious diseases and other hazards when handling remains, monitors fatality data through the Mortality Data Management System (MDMS), and aids in victim identification.

**Federal Coordinating Officer (FCO)** – The senior Federal official appointed in accordance with P.L. 93-288, to coordinate the overall Federal response and recovery activities.



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**Federal Response Plan (FRP)** – Establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

**Finance/Administration Section Chief** – The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident. A member of the General Staff who monitors costs related to the incident and provides accounting, procurement, time recording, and cost analyses.

**First Responder** – an Employee of an Emergency service who is likely to be among the first people to arrive at and assist at the scene of an Emergency such as an accident, natural disaster, or terrorist attack. First responders typically include police officers, deputy sheriffs, firefighters, paramedics, and rescuers.

**Fixed Nuclear Facility (FNF)** – Nuclear power plants, reactor fuel fabrication or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

**Flash Mob** – A group of people organized using social media to coordinate meeting at a specific location at a specific time for entertainment, satire, or, in some cases, criminal activity.

**Flashpoint Location** – Specific location(s) which become the initial source of unlawful activity and the origin or focal point of civil disorder.

**Force Options** – Reasonable force alternatives that may be utilized by law enforcement to effect arrest, overcome resistance, and prevent escape.

**Formations** – Coordinated unit tactics utilized by law enforcement to control crowds, stop unlawful activity, and disperse and/or arrest violators.

**Function** – Function refers to the five major activities in ICS – Command, Operations, Planning, Logistics, and Finance Administration.

**Functional Annexes** – Individual chapters in an emergency operations plan that focus on procedures such as Special Needs or Continuity of Operations. These annexes address all-hazard critical operational functions and describe the actions, roles, and responsibilities of participating organizations. Functional annexes are referred to as Emergency Support Functions (ESFs).

**Functional Areas of Responsibility** – Numerous Emergency Support Functions (ESF's) are tasked with the responsibility of providing a variety of essential services / functions during emergencies / disasters in support of local response operations. Each ESF should identify those areas of responsibility within their portion of the State / Local EOP. The ESF's should identify the services / functions provided (e.g., traffic control, disaster relief services), the department / agency responsible for providing those services / functions, and the primary tasks / activities associated with the particular service / function (e.g., coordinate the provision of temporary housing assistance). If an ESF / Functional Area or Group has developed a team structure to provide those services, the



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team(s) should be identified. However, the composition and specific make-up of the team(s) should be addressed in an SOP / SOG for each essential service / function identified.

## G

**General Staff** – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Goal** – General statement that indicates the intended solution to an identified problem.

**Governors Authorized Representative (GAR)** – The representative (usually the Director of Emergency Management) of the Governor who coordinates the State response and recovery activities with those of the Federal Government. In terms of the Kentucky Radiation Health Branch, the individual(s) to whom conveyors of radioactive material across the Commonwealth that are required to be tracked by satellite or both tracked and escorted by the Radiation Health Team must report their presence in the Commonwealth. A contact list for this individual(s) is provided to the Duty Officer in the State Emergency Operations Center.

**Group** – Established to divide the incident management structure into functional areas of operation. An organizational subdivision established to divide the incident management structure into functional areas of operation. The partition of an incident into functional areas of operation. A group is located within the ICS organization between the branch and resources in the Operations Section.

## H

**Hazard** – Any situation that has the potential for causing damage to life, property, and the environment. Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Analysis** – A process used by emergency managers to identify and analyze crisis potential and consequences.

**Hazard Mitigation** – Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster or incident.

**Hazardous Material (HazMat)** – Is a substance or material, which may pose an unreasonable risk to safety, health, or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature. Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.



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**Hazardous Materials Incident** – The unplanned release or potential release of a hazardous material to the environment.

**Hazardous Waste** – Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable or chemically reactive.

**Hazard-Specific Annexes** – Individual chapters in an emergency operations plan that describe strategies for managing missions for a specific hazard. They explain the procedures that are unique to that annex for a hazard type and may be short or long depending on the details needed to explain the actions, roles, and responsibilities. The information in these annexes is not repeated elsewhere in the plan.

**Hot Wash** – A facilitated discussion held immediately following an event or exercise among exercise players from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise. The hot wash is an opportunity for players to voice their opinions on the exercise and their own performance. This facilitated meeting allows players to participate in a self-assessment of the exercise play and provides a general assessment of how the jurisdiction performed in the exercise. The hot wash should last no more than 30 minutes.

**Human-Caused Hazards** – Hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

## I

**Improvement Plan (IP)** – For each task, the Improvement Plan (IP) lists the corrective actions that will be taken, the responsible party or agency, and the expected completion date. The IP is included at the end of the After-Action Report. See After-Action Report/Improvement Plan.

**Impact Projectiles** - Projectiles designed and intended to deliver non-penetrating impact energy from safer than contact range. These may include direct fire or non-direct skip-fired rounds. The latter are projectiles that are discharged toward the ground in front of a target, theoretically delivering the energy to the subject following contact with the ground.

**Incident** – An occurrence or event, natural or human-caused, which requires an Emergency response to protect life or property. An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan** – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period. A written document containing general management objectives that reflect the overall incident strategy and specific plans using personnel and resources. Incident Action Plans will vary in content and form depending upon the kind and size of an incident.



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**Incident Command Post** – The location where primary command functions are carried out. It may be the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical staging area. As the command function transfers, so does the Incident Command Post (ICP).

**Incident Command Staff** – Members of the Incident Command System including the Safety Officer, Liaison Officer, Intelligence Officer, and Public Information Officer who report directly to the Incident Commander. Members of the Command Staff may have assistants.

**Incident Command System (ICS)** – The statewide model for field-level management of emergencies mandated by the Standardized Emergency Management System (SEMS). ICS is specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single and multiple incidents without being hindered by jurisdictional boundaries. Is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.

**Incident Commander (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics, the ordering, and the release of resources.

**Incident Management** – The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

**Incident Management Continuum** – A model representing the continuous succession and overlap of incident management functions.

**Incident Management Functions** – Prevention, preparedness, mitigation, response, and recovery activities that occur in advance of an incident, during an incident, and/or following an incident.

**Incident Management Team (IMT)** – An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT. The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives** – Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical use of resources. Incident objectives are based on realistic expectations of what can be accomplished when allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to adjust to strategic and tactical alternatives.

**Infrastructure Protection** – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.



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**In-kind Donations** – Donations of goods or materials, such as food, clothing, equipment, and building materials instead of money.

**Integrated Communications** – Communications facilitated through the development and use of a common communications plan.

**Intelligence Officer** – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. This can be an undercover law enforcement officer. The position in the Incident Command System (ICS) Command Staff responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities.

## J

**Job Aid** – A checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished. A document or checklist designed to provide the user with help in completing a specific task.

**Joint Information Center (JIC)** – A combined public information office that serves two or more levels of government or Federal, State, local agencies. A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The Joint Information Center is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication.

**Joint Information System (JIS)** – A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Joint Operations Center (JOC)** – A centralized operations center established by the FBI Field Office during terrorism-related incidents to provide a single point of direction, control, and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets.

**Jurisdiction** – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

## K

**Kentucky Emergency Operations Plan (State EOP)** – The State plan designed to cover all natural and man-made emergencies and disasters that threaten the State.



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**Kentucky National Guard Joint Operations Center (JOC)** – The JOC coordinates the operations of all KYNG resources assigned the mission of general military or military support to civil authorities.

## L

**Lead Agency** – The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management, and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

**Lead Federal Agency (LFA)** – The agency designated by the President to lead and coordinate the overall Federal response based on the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

**Less Lethal Impact Munitions** – Projectiles launched or otherwise deployed for purposes of overcoming resistance, preventing escape, effecting arrest, reducing serious injury and may be applied without a significant likelihood of causing death.

**Liaison** – A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer** – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. A form of communication for establishing and maintaining mutual understanding and cooperation. The position in the Incident Command System (ICS) Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Life Threatening** – Any action likely to result in serious injury or death of an officer or another person.

**Local Emergency Management Director/Coordinator** – The local government official responsible for the emergency management program at the local level, county or municipal.

**Local Emergency Planning Committee (LEPC)** – A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

**Local Government** – A political subdivision of the State that is usually at the County or municipal level. Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or



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interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics** – Providing resources and other services to support incident management. This section is responsible for providing facilities, services, and material support for the incident.

**Logistics Section** – The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

**Logistics Section Chief** – A member of the General Staff who provides resources and needed services to support the achievement of the incident objectives.

## M

**Major Disaster** – As defined under P.L. 93-288, any natural catastrophe (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management** – The process of planning, organizing, coordinating, directing, budgeting, and controlling resources.

**Management by Objectives** – Is a management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mass Care** – Actions taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced because of a disaster or threatened disaster. Efforts to provide shelter, feeding, water, first aid and distribution of relief supplies following a catastrophic or significant natural disaster or other event to disaster victims.

**Memorandum of Agreement / Understanding (MOA / MOU)** – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA / MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).





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**Mis, Dis, Mal-Information - Misinformation** is false, but not created or shared with the intention of causing harm. **Disinformation** is deliberately created to mislead, harm, or manipulate a person, social group, organization, or country. **Malinformation** is based on fact, but used out of context to mislead, harm, or manipulate.

**Mitigation** – Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mob** – A disorderly group of people engaged in unlawful activity.

**Mobile Arrest and Booking Teams** – Mobile teams designated to assist field personnel with mass arrests and processing.

**Mobile Field Force** – An organized, mobile law enforcement tactical force equipped and trained to respond to unusual occurrences. The mobile field force is currently the statewide standard configuration known as “Mutual Aid Response Mobile Field Force.”

**Mobile Tactics** – The ability to rapidly deploy law enforcement personnel using vehicles. The vehicles may also be used for crowd control and containment.

**Mobilization** – The rapid assembly, procurement, production or deployment of resources to meet the requirements of a disaster / emergency situation, including war.

**Modular Organization** – A top-down Incident Command System (ICS) organizational structure based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

**Mounted Tactics** – Crowd control while mounted on horses.

**Multiagency Coordination Systems** – Systems that provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

**Multi-Hazard** – A functional approach to planning which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

**Multijurisdictional Incident** – An incident requiring action from multiple agencies in which each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual Aid Agreement** – A formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.



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## N

**National** – Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

**National Contingency Plan (NCP)** – Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency to implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

**National Disaster Medical System (NDMS)** – A nation-wide medical mutual aid network between the Federal and non-Federal sectors that includes medical response, patient evacuation, and definitive medical care and mental health services.

**National Emergency Operations Center (NEOC)** – The EOC for DHS / FEMA, which provides a centralized point of direction and control for Federal response operations (Formerly the National Interagency Emergency Operations Center or NIEOC).

**National Flood Insurance Program (NFIP)** – A Federal program to provide flood insurance coverage in those communities which enact and enforce floodplain management regulations.

**National Hurricane Center (NHC)** – A Federal tracking center that forecasts and plots the formation and movement of tropical storms. It also alerts appropriate areas of the danger.

**National Incident Management System (NIMS)** – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Oceanic and Atmospheric Administration (NOAA)** – A Federal agency within the U.S. Department of Commerce, which deals in ocean survey / exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the coastal hazards office of NOAA for storm surge modeling.

**National Response Center (NRC)** – Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required.

**National Response Plan (NRP)** – A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.



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### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**National Response Team (NRT)** – Organization of representatives from 14 Federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

**National Security** – Measures taken to protect the Nation from the direct or indirect acts of war, sabotage, or terrorism directed at the United States. These acts include, but are not limited to, conventional and unconventional war, chemical, biological and nuclear war or terrorism.

**National Warning System (NAWAS)** – The Federal warning system used to disseminate warnings of imminent natural disaster or enemy attack to a regional warning system, which passes to the State warning points for action.

**National Weather Service (NWS)** – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

**Natural Hazard** – Hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations.

**Neighborhood Hazard** – Natural, technological, or human-caused hazards occurring in neighborhoods immediately surrounding the community.

**Non-Compliant Behavior** – Behavior which does not yield to the lawful order of a peace officer but offers no physical resistance (sometimes referred to as “passive resistance”).

**Nongovernmental Organization (NGO)** – An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

**Nonlethal Chemical Agents** – Devices utilized by law enforcement agencies which may include CS, CN, OC, and HC (smoke).

**Non-persistent Agent** – An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

**Nonstructural** – Any portion of the building not connected to the main structure including file cabinets and furnishings.

**Noticed Events** – Public assemblies, demonstrations or crowd events, which are planned for in advance and allows for prior notice, whether direct or indirect, to law enforcement.

**Nuclear Regulatory Commission (NRC)** – The Federal agency tasked with oversight and regulation for all domestic nuclear devices, plant processes and construction.



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

### O

**Officer** – The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

**Operational Period** – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

**Operational Priorities** – The desired end-state for the operations.

**Operations Plan** – A plan describing the tactical deployment of resources at an incident or event to meet the objectives of the Incident Action Plan.

**Operations Section** – Is the section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups. The section within the Incident Command System (ICS) responsible for all tactical incident operations. In ICS, it normally includes subordinate Branches, Divisions, and / or Groups.

**Operations Section Chief (OSC)** – senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

**Operations Security (OPSEC)** – Methods used to prevent sensitive information, which may compromise the integrity and safety of a law enforcement operation, from being improperly disseminated.

**Organization and Assignment of Responsibilities** – A component of the basic plan that lists tasks staff will perform in the event of incident by position and organization.

### P

**Pain Compliance** – Stimulation of nerves or the manipulation of joints to elicit a sense of unease or distress in a subject, causing that subject to comply with lawful directives.

**Passive Resistance** – Refers to intentional and unlawful opposition of a lawful order of a peace officer during arrest situations but involves no physical resistance. (See Active Resistance).

**Perimeter Control** – Surrounding or enclosing a particular problem area.

**Persistent Agent** – An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

**Personal Protective Equipment (PPE)** – Refers to the garments and devices worn by Emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Photographic Teams** – Law enforcement photographers assigned to memorialize designated activity involving civil disobedience.

**Plan Development** – The process of generating and comparing possible solutions for achieving goals and objectives, determining response and recovery capabilities, and identifying resource gaps.

**Plan Development and Maintenance** – A component of the basic plan that outlines responsibilities for updating and maintaining the emergency operations plan (EOP). This section includes a testing, reviewing, and updating the EOP.

**Planning Meeting** – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section** – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident. The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Planning Section Chief** – A member of the General Staff who supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

**Planning Team** – A group of individuals with a variety of expertise and perspectives planning for all hazards.

**Plume** – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

**Policy** – Statements of principles and values which guide the performance of a specific agency activity. Policy establishes limits of action and reflects a statement of guiding principles that should be followed in order to achieve an agency's objective.

**Preliminary Damage Assessment (PDA)** – An assessment of damage taken immediately following a disaster or potential disaster. Emphasis is on high-level infrastructure such as roads and power production.

**Preparedness** – A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System (NIMS), preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification. Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

**Prevention** – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Primary Agency** – An agency, organization or group designated as an ESF / Functional Area or Group primary agency serves as the executive agent under the **State / Local EOP** to accomplish the assigned ESF / Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and / or regulatory requirements. Certain ESF's may have more than one agency designated in which cases they would be identified as "co-primary" agencies.

**Private Sector** – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry and private voluntary organizations.

**Procedure** – A method of performing an operation or a manner of proceeding on a course of action within the limits of policy. A series of standard actions or operations that specify what personnel should do in responding to and recovering from an incident.

**Processes** – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Promulgate** – As it relates to the Local Emergency Operation Plan (EOP), it is the act of the jurisdiction officially proclaiming, declaring and / or adopting, via local ordinance, Executive Order (EO), or etc., the **State / Local EOP** as the emergency operations plan for the jurisdiction.

**Protective Action Zones (PAZs)** – Work zones around a hazardous incident site determined by the Safety Officer and provided in the Site Safety Plan. The zones are established to reduce or to prevent the migration of contaminants and protect emergency responders from the hazards caused by the incident.

**Psychological Healing** – A functional annex describing how agencies will address medical and psychological issues resulting from traumatic incidents.

**Public Disruption** – The interruption or disturbance of public order.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Public Health** – A common function in multi-hazard planning, which focuses on general health and medical concerns, under Emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

**Public Information** – Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO)** – The position in the Incident Command System (ICS) Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. A member of the Command Staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

## Q

## R

**Radiation** – High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

**Radio system** – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

**Radioactive** – A substance giving off, or capable of giving off, radiant energy in the form of particles (alpha or beta radiation) or rays (gamma radiation) by the spontaneous disintegration of the nuclei of atoms.

**Radiological** – Any radioactive material dispersed in the air in the form of dust, fumes, mist, vapor or gas.

**Reception Area** – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAP's, supplies and equipment, feeding, and bed down.

**Reception Center** – Is a donations management facility to receive specific, undesignated or unsolicited goods such as food, water, clothes, and building supplies.

**Recovery** – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Recovery Plan** – A plan developed to restore an affected area or community.

**Regional Emergency Coordination Centers (RECC)** – The RECC is a joint civil and military command center activated during catastrophic disasters that provides overall coordination of emergency support functions and resources at a regional level. An RECC is subordinate to a UAC.

**Release** – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

**Relocation** – A common procedure implemented when the community, organization or business building or environment surrounding is no longer safe. People are moved to an alternative facility where families can reunite.

**Resource Agencies, Organizations or Groups** – Other agencies, organizations, groups, and individuals, not assigned as a primary or support agency to an ESF / Functional Area or Group that may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups or Subject Matter Experts (SME's) may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF / Functional Area or Group, and / or provide services and resources. Resources provide personnel and / or stuff (equipment, resources or supplies).

**Resources** – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response** – Response is the actual provision of Emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing Emergency operations, evacuation, shelter, and other protective measures. Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice. The actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

**Reverse Evacuation** – A common procedure implemented when conditions inside the building are safer than outside the building.





## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Revised Statutes Annotated (RSA's)** – The specific form of State Law, codified and recorded for reference.

**Riot (Federal United States Federal Law 18 U.S.C. § 2102)** – A riot is defined as a public disturbance involving:

(1) an act or acts of violence by one or more persons part of an assemblage of three or more persons, which act or acts shall constitute a clear and present danger of, or shall result in, damage or injury to the property of any other person or to the person of any other individual, or  
(2) a threat or threats of the commission of an act or acts of violence by one or more persons part of an assemblage of three or more persons having, individually or collectively, the ability of immediate execution of such threat or threats, where the performance of the threatened act or acts of violence would constitute a clear and present danger of, or would result in, damage or injury to the property of any other person or to the person of any other individual.

**Riot (Kentucky Revised Statute, KRS 525.010(5))** – A public disturbance involving an assemblage of five or more persons, which by tumultuous and violent conduct creates grave danger of damage or injury to property or persons, or substantially obstructs law enforcement or other government function.

## S

**Safety Officer** – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The position in the Incident Command System (ICS) Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section** – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration.

**Sectoring** – An overall area of operation and dividing it into sub- sections based upon geographical and/or defined boundaries. This is not an official ICS term and should be avoided.

**Shelter** – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas, the primary shelter and the reception center are usually located in the same facility

**Shelter-in-Place** – A common procedure implemented in the event of a chemical or radioactive release. Students and staff take immediate shelter, sealing up windows and doors, and turning off air ducts.

**Site Safety Plan** – Written plan formulated for each incident by the Safety Officer (SO) that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for employee protection in accordance with KY-OSH regulations 29 CFR 1910.120 (q) (2). The plan must be conspicuously posted at the Incident Command Post and appropriate locations within the response area.



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### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**Social Media** – Communications of social interaction, using highly accessible and scalable devices, including web-based and mobile technologies used to promote interactive dialogue.

**Span of Control** – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Special Needs Population** – A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, who are from diverse cultures, who have limited English proficiency, who are non-English-speaking, or who are transportation disadvantaged.

**Specialized Procedures** – Standardized actions for specific populations or situations during an incident or emergency. Examples include special needs population, off-campus events, continuity of operations, mass care, and psychological healing.

**Specific Activity** – A measure of the amount of radioactivity per unit amount of substance. This is based on the number of disintegrations per minute (dpm) per unit amount where the amount can be expressed as grams or moles.

**Spontaneous Events** – Public assemblies, demonstrations or crowd events, which occur without prior planning and/or without prior notice to law enforcement.

**Staging Area (SA)** – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

**Stakeholder** – Entities having a legal, professional, economic or community interest/responsibility in a public assembly or gathering.

**Standard Operating Guide (SOG)** – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOG's can be supported by one or more standard operation procedures (SOPs).

**Standard Operating Procedures (SOP)** – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOG's by detailing and specifying how assigned tasks are to be carried out.

**Standardized Emergency Management System (SEMS)** – A system required by ICS for managing response to multi-agency and multijurisdictional emergencies. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operational Area, Region and State.



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

**State Coordinating Officer (SCO)** – The representative of the Governor (usually the Director / Coordinator of Emergency Management) who coordinates the State response and recovery activities with those of the Federal Government. (See Governor’s Authorized Representative)

**State Emergency Response Commission (SERC)** – Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing / overseeing Local Emergency Planning Committees (LEPC).

**State Emergency Response Team (SERT)** – A team of senior representatives of State agencies, State level volunteer organizations, and State level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director / Coordinator of EM serves as the SERT leader.

**State Warning Point (SWP)** – The designated State facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives. The SWP for Kentucky is Boone Center.

**Structural** – Any component of the building whose primary function is to support the dead load (e.g., building, roof).

**Subject Matter Experts (SME’s)** – Other agencies, organizations, groups, and individuals that have authorities, technical expertise, and / or capabilities required for disaster operations. SME’s may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF / Functional Area or Group, and / or provide services.

**Superfund** – Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA – Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA). Extends and revises Superfund authority in Title I & II. Title III of SARA includes detailed provisions for Community Planning and Right-To-Know systems.

**Support Agency** – An agency, organization or group that provides an essential function or service critical to the ESF / Functional Area or Group, and has a requirement in the decision process for the conduct of the operation using its authorities, and determines priorities in providing cognizant expertise, capabilities, and resources.

## T

**Task Force** – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

**Tear Gas** – The term used in law enforcement more accurately refers to as “nonlethal chemical agents.”

**Technological Hazard** – These hazards originate from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

**Telephone Tree** – A list of staff, their phone numbers, and their role in the Incident Command System (if applicable). The first person on the list (usually the principal or Incident Commander) calls his or her pre-assigned staff members to relay what is and is not known and what steps should be taken. These staff members continue passing along the principal's message to their pre-assigned contacts until everyone has been contacted.

**Terrorism** – As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Threat** – An indication of possible violence, harm, or danger. Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

**Title III (of SARA)** – The "Emergency Planning and Community Right-to Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified Extremely Hazardous Substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about Extremely Hazardous Substances present at the facilities; and mechanisms for making information about Extremely Hazardous Substances available to citizens. (42 USC annotated sec. 1101, et. seq.-1986).

**Toxicity** – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

**Transfer Of Command** – The process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command must include a transfer of command briefing, which may be oral, written, or a combination of both.

**Trans-species Infection** – An infection that can be passed between two or more animal species. This may include human hosts.

## U

**Ultra High Frequency (UHF)** – The radio frequency ranges from 300 MHz to 3000 MHz. For public safety use, defines the frequency sub bands of 450-512 MHz and 800-900 MHz. Also includes 960 MHz and 2 GHz microwave sub bands.

**Undesignated / Unsolicited Donation** – Unsolicited / undesignated goods are those donations that arrive at an incident but have not been requested by an agency.

**Unified Area Command (UAC)** – The UAC is a joint civil and military coordination and command center activated under the general control of the CEOC Disaster Manager (KYEM's Assistant Director for Operations) when the span of control over multiple RECCs exceeds the



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

normal incident command capabilities of the CEOC. The organizational structure of the UAC and its subordinate elements is discussed UAC and RECC Complex Guide.

**Unified Command** – A team that allows all agencies with geographical or functional responsibility for the incident to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact. In ICS, it is described as a unified team effort, which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. It maintains agency authority, responsibility and accountability. In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

**Unit** – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command** – The concept by which each person within an organization reports to one and only one designated person. Principles clarifying the reporting relationships and eliminating the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

**Unlawful Assembly** – an “unlawful assembly” as: “Whenever two or more persons assemble together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly.” “Boisterous or tumultuous manner” has been interpreted by the courts to mean conduct which poses a clear and present danger of imminent violence.

## V

**Very High Frequency (VHF)** – The radio frequency ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

**Vital Records** – Records or documents, for legal, regulatory, or operational reasons, that cannot be irretrievably lost or damaged without materially impairing the organization’s ability to conduct business or provide essential services.

**Volunteer** – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, e.g. 16 U.S.C. 742f(c) and 29 CFR 553.101)

**Vulnerability** – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

**Vulnerability Analysis** – A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed)



## KENTON COUNTY EMERGENCY OPERATION PLAN

### APPENDIX C – GLOSSARY OF TERMS AND DEFINITIONS

emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

## W

**Warning** – The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause.

**NWS Warning** – A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

**Warning Point** – Is a facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

**Watch** – Indication by the National Weather Service that in a defined area, conditions are favorable for the specified type of severe weather such as flash floods, severe thunderstorms, tornadoes, and tropical storms.

**Weapon of Mass Destruction** – Any destructive device as defined in 18 USC 921; Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; Any weapon involving a disease organism; Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a) In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

**Weapons-Grade Material** – Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent (Uranium-235) or Plutonium with greater than about 90 percent (Plutonium-239).

## X

## Y

## Z



# Kenton County Kentucky Emergency Operations Plan

## *Resource Partners & Support Agencies List Appendix D*

### Kenton County Homeland Security Emergency Management

Kenton County Homeland Security  
Emergency Management  
Director Steve Hensley

(See Alert Roster For Contact Information)

(Version: APP D 059-01-2023)

# **AGENCIES, ORGANIZATIONS & PARTNERS**

<b>City / County / State Governmental Agencies</b>
<b>City of Bromley</b>
<b>City of Covington</b>
<b>City of Crescent Springs</b>
<b>City of Crestview Hills</b>
<b>City of Edgewood</b>
<b>City of Elsmere</b>
<b>City of Erlanger</b>
<b>City of Fairview</b>
<b>City of Fort Mitchell</b>
<b>City of Fort Wright</b>
<b>City of Independence</b>
<b>City of Kenton Vale</b>
<b>City of Lakeside Park</b>
<b>City of Ludlow</b>
<b>City of Park Hills</b>
<b>City of Ryland Heights</b>
<b>City of Taylor Mill</b>
<b>City of Villa Hills</b>
<b>City of Walton</b>
<b>Kenton County Fiscal Court</b>
<b>Boone County Fiscal Court</b>
<b>Campbell County Fiscal Court</b>
<b>Grant County Fiscal Court</b>
<b>Pendleton County Fiscal Court</b>
<b>City of Cincinnati / Hamilton County Ohio</b>
<b>Hamilton County Government, Ohio</b>
<b>Commonwealth of Kentucky</b>
<b>United State Federal Government</b>



## **Emergency Management Agencies**

**Kenton County Homeland Security Emergency Management**

**Boone County Emergency Management Agency**

**Campbell County Emergency Management Agency**

**Cincinnati / Northern Kentucky International Airport Emergency Management**

**Cincinnati Fire Department Emergency Management**

**Gallatin County Emergency Management Agency**

**Grant County Emergency Management Agency**

**Hamilton County Emergency Management Homeland Security Agency**

**Kentucky Emergency Management Agency**

**Northern Kentucky University Emergency Management**

**Owen County Emergency Management Agency**

**Pendleton County Emergency Management Agency**

**Saint Elizabeth HealthCare Security / Emergency Management**

## **Kenton County Departments / Partners**

**Kenton County Animal Services**

**Kenton County Attorney Office**

**Kenton County Coroner**

**Kenton County Detention Center**

**Kenton County Emergency Communications Center**

**Kenton County Fiscal Court Administration**

**Kenton County Information & Technology Services**

**Kenton County Public Works / Fleet Management**

**Kenton County Treasurers Office**

## **Fire / Rescue / EMS / SAR Agencies**

**Boone County Water Rescue Team**

**Campbell County Land Search And Rescue Team**

**Cincinnati / Northern Kentucky International Airport Fire Department**

**Cincinnati Fire Department**

**City of Fort Wright Fire/EMS**

**Covington Fire Department**

**Crescent Spring-Villa Hills Fire/EMS**

**Crittenden & Community Volunteer Fire Department**

**Edgewood Fire/EMS**

**Elsmere Fire District**

**Erlanger Fire/EMS**

**Fort Mitchell Fire/EMS**

**Independence Fire District**

**Kentucky Search Dog Association**

**Ludlow Fire Department**

**Northern Kentucky Technical Rescue Team**

**Northern Kentucky WMD / Hazardous Materials Team**

**Park Hills Fire Department**

**Piner/Fiskburg Fire Protection District**

**Ryland Heights & Community Fire Protection District**

**Taylor Mill Fire Department**

**Walton Fire Protection District**

## **Law Enforcement Organizations**

**Cincinnati / Northern Kentucky International Airport Police Department**

**Cincinnati Police Department**

**Covington Police Department**

**Edgewood Police Department**

**Elsmere Police Department**

**Erlanger Police Department**

**Fort Mitchell Police Department**

**Fort Wright Police Department**

**Hamilton County Sheriff Office**

**Independence Police Department**

**Kenton County Police Department**

**Kenton County Regional SWAT**

**Kenton County Sheriff Office**

**Kentucky Fish & Wildlife**

**Kentucky State Police Post 6**

**Lakeside Park / Crestview Hills Police Authority**

**Ludlow Police Department**

**Northern Kentucky Drug Strike Force**

**Park Hills Police Department**

**Taylor Mill Police Department**

**Villa Hills Police Department**

## **State Partners**

**Commonwealth's Attorney Office ~ 16<sup>th</sup> Judicial Circuit (Kenton County)**

**Kenton County Circuit Court Clerk / Justice Center / Circuit District Court**

**Kenton County Clerk**

**Kentucky Board Of Emergency Medical Services**

**Kentucky Community Crisis Response Board**

**Kentucky Department for Public Health**

**Kentucky Emergency Management Agency**

**Kentucky Fire Commission**

**Kentucky Fire Commission ~ State Fire / Rescue Training Area 7**

## **State Partners**

**Kentucky State Fire Marshal's Office**

**Kentucky Intelligence and Fusion Center**

**Kentucky Transportation Cabinet District 6**

## **School Districts / Colleges**

**Beechwood Independent School District**

**Covington Independent School District**

**Diocese Of Covington**

**Erlanger / Elsmere Independent School District**

**Gateway Community Technical College**

**Kenton County School District**

**Ludlow Independent School District**

**Northern Kentucky University**

**Thomas More University**

## **Utilities**

**Altafiber / Cincinnati Bell**

**Duke Energy**

**Northern Kentucky Water District**

**Owen Electric**

**Sanitation District #1**

**Spectrum Communications**

## **Military / Federal**

**Alcohol, Tobacco, Firearms and Explosives Agency**

**Burlington Readiness Center**

**Federal Bureau of Investigation**

**Kentucky National Guard**

**National Weather Service ~ Wilmington Ohio**

**United States Coast Guard ~ Sector Ohio Valley – MSD Cincinnati**

**United States Marshals Service**

**United States Secret Service**

**United States Army Corps of Engineers**

## **Significant Support Agencies**

**American Red Cross**

**Cincinnati / Northern Kentucky International Airport Board**

**Cincinnati Police ~ Real Time Crime Center**

**Greater Cincinnati Fusion Center**

**Kenton County Fire Chief's Association**

**Kenton County Medical Director Dr. Hien Le**

**Kenton County Police Chief's Association**

**Kentucky League of Cities**

**Northern Kentucky Firefighters Association**

**Northern Kentucky Health Department**

**Northern Kentucky Healthcare Coalition HPP**

**Northern Kentucky Police Chief's Association**

**Northern Kentucky Regional EMS Coordinators Committee**

**Northern Kentucky University**

**Northern Kentucky Water District**

**Planning Development Services**

**Saint Elizabeth Health Care Hospitals**

**Saint Elizabeth Health Care Physicians**

**Sanitation District #1**

**The Health Collaborative**

**Transit Authority of Northern Kentucky (TANK)**

<b>City Public Works / Services Agencies</b>
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<b>City of Covington</b>
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<b>City of Crescent Springs</b>
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<b>City of Crestview Hills</b>
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<b>City of Edgewood</b>
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<b>City of Elsmere</b>
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<b>City of Erlanger</b>
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<b>City of Fort Mitchell</b>
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<b>City of Fort Wright</b>
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<b>City of Independence</b>
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<b>City of Lakeside Park</b>
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<b>City of Ludlow</b>
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<b>City of Park Hills</b>
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<b>City of Taylor Mill</b>
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<b>City of Villa Hills</b>
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<b>Other Non-Governmental Organizations (NGO's)</b>
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<b>American Medical Response</b>
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<b>Meridian Management Corporation</b>
--

<b>Northern Kentucky Area Development District</b>
--

<b>Northern Kentucky Chamber of Commerce</b>
--

<b>Northern Kentucky Convention Center</b>
--

<b>Northern Kentucky University ~ Heritage Bank Center &amp; Dorms</b>
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<b>Patient Transport Services</b>
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<b>Salvation Army</b>
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<b>University Of Cincinnati Health ~ Air Care</b>
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# **Kenton County Kentucky**

# **Emergency Operations Plan**

## **EOP Support Plans &**

## **Incident Specific Plans**

## **Appendix E**



## **Kenton County Homeland Security**

## **Emergency Management**

**Kenton County Homeland Security**  
**Emergency Management**  
Director Steve Hensley

(Version: APP E 059-01-2023)



## **Appendix E – Kenton County EOP / Support / ISP Plans**

### **Kenton County Emergency Operations Plan (Version: KCEOP 059-02-2023)**

#### **Attachments**

Kenton County Homeland Security Emergency Management Director Approval Notice

Kenton County Judge Executive/Fiscal Court Approval Executive Order

Kentucky Emergency Management Agency Concurrence Statement

#### **Appendices**

Kenton County Statistical & Demographics - Appendix A

Acronyms, Abbreviations & Terms - Appendix B

Glossary of Terms & Definitions - Appendix C

Resource Partners & Support Agencies Listings - Appendix D

List Of KCEOP Support And Incident Specific Plans - Appendix E

Kenton County Emergency Operations Center Standard Operating Guideline - Appendix F

KCEOP Distribution Plan List - Appendix G

Target Hazards & Critical Infrastructures - Appendix H

#### **Emergency Support Functions**

ESF # 1 – Transportation

ESF # 2 – Communications

ESF # 3/12 – Public Works / Energy

ESF # 4 – Fire Fighting

ESF # 5 – Emergency Management

ESF # 6 – Mass Care, Housing & Human Services

ESF # 7 – Resource Management

ESF # 8 – Health and Medical Services

ESF # 9 – Search & Rescue

ESF # 10 – Oils Spills & Hazardous Materials

ESF # 11 – Agriculture

ESF # 12/3 – See *ESF 3*

ESF # 13 – Law Enforcement

ESF # 14 – Long-Term Recovery and Mitigation

ESF # 15 – Public Information





## Kenton County EOP Support Plans

<u>PLAN NAME</u>	<u>VERSION</u>
Access Control Plan	059-01-2023
Alerts and Warnings Plan	059-01-2023
Communications Plans	059-01-2023
Command 100, PLUM Case, Radio Cache, Radio SOG, Communications Support Plan	
Damage Assessment/Survey 123	059-01-2023
Dams (Crystal Lake Dam and Doe Run Lake Dam)	
Debris Management Plan	059-01-2023
Donations Management Plan	059-01-2023
Evacuation Plan	059-01-2023
Family Re-Unification Center / Family Assistance Center (FRC/ FAC) Plans	
Hazard Mitigation Plans	
Joint Information Center / Joint Information Services (JIC / JIS) Plan	059-01-2023
Kenton County HSEM Tactical Worksheets	
Mass Care And Sheltering Plan	059-01-2023
Mutual Aid and Affiliation Agreements Contracts	
National Incident Management System / Incident Command System Plans	
Point Of Distribution (POD) Plan	059-01-2023
Regional Hazard Mitigation Plan	2017
River Response Plans	
Volunteer Management Plan	059-01-2023



## Kenton County Incident Specific Plans (ISP's)

<u>PLAN NAME</u>	<u>VERSION</u>
<b>Aircraft Incident Plan</b>	059-01-2023
<b>Animal Disaster Plan</b>	059-01-2023
<b>ASHER (Active Shooter / Hostile Event Response) Plan</b>	
<b>Burn Bans / Open Burning</b>	
<b>CHEMPACK Plan</b>	059-01-2023
<b>Crowd Control / Civil Disturbance Plan</b>	059-01-2023
<b>DTPA Plan</b>	059-01-2023
<b>Earthquake Preparedness Plan</b>	059-01-2023
<b>Extremely Hazardous Substance Plans</b>	059-01-2023
<b>Flood Preparedness Plan</b>	059-01-2023
<b>Health And Medical Plans</b> – CHEMPACK Plans, DTPA Plans, Mass Fatalities Plan, MCI/MCU Plan, Ohio Trac Training, Strategic National Stockpile Program, NKY Heat/Cold Plan, Pandemic Plan	
<b>Homeland Security Plan</b> - Includes plans for Bomb Threats, Suspicious Package / Suspected Explosives, Terrorism / WMD, Maritime Threats, and Coordination Of Federal Responses	059-01-2023
<b>Mass Causality Incident Plan</b>	
<b>Mass Fatalities Plan</b>	059-01-2023
<b>Missing Person / Search And Rescue (SAR) Plan</b>	059-01-2023
<b>Northern Kentucky Heat And Cold Emergency Plan</b>	059-01-2023
<b>Pandemic Influenza Plan</b>	059-01-2023
<b>Railroad Incident Plan</b>	059-01-2023
<b>Strategic National Stockpile (SNS) Plan</b>	059-01-2023
<b>Weather / Outdoor Warning System Plan</b>	059-01-2023



LEADING FROM THE FRONTIER TO THE FUTURE



# Kenton County Emergency Operations Center

## Standard Operating Guidelines

# Kenton County Kentucky

Authority

Kenton County Judge Executive

Kris Knochelmann

Kenton County Homeland Security

Emergency Management

Director Steve Hensley

(Version App F 059-01-2023)

## FOREWORD KENTON COUNTY EOC SOG

This document is a Standard Operating Guideline (SOG) which, when used during exercises and Emergencies, will serve to ensure that critical response actions are not inadvertently overlooked under the pressures of implementing appropriate Emergency response actions. The items in this SOG may have to be altered or supplemented during the event to respond to any unforeseen conditions, and thus should be used as a flexible response guide rather than as a rigid procedure.

The SOG is categorized by phases and situations and includes the following:

- 1) Preparatory Phase Checklist
- 2) Alert Phase Checklist
- 3) Response Phase Checklist
- 4) Recovery Phase Checklist
- 5) Closeout Checklist

This SOG is meant to be used by Chief Elected Officials, Kenton County Homeland Security Emergency Management, Emergency Support Function (ESF) Coordinators and others that comprise the EOC Staff.

Actions in this SOG are not necessarily listed in order of importance.

Changes in Emergency circumstances will frequently require alterations to the checklists in these guidelines.

During an incident, only the Public Information Officer (PIO) or PIO staff should make contact with the media. The PIO will receive regular briefings from the HSEM Director and EOC staff. The PIO may answer questions concerning local jurisdictions, departments and agencies but should refer all questions regarding State and Federal response to the Kentucky Division of Emergency Management ESF 15 – Public Information. On occasion the PIO may be joined by the Chief Elected Official(s) or other field and/or EOC staff at a media briefing to provide additional information.

From the time the EOC is activated, until closeout, the HSEM Director will keep the County Judge/Executive, City Mayor(s), KyEM Area 6 Manager and the Commonwealth EOC in Frankfort informed of actions taken.



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# **Kenton County Emergency Operations Center (EOC)**

## **Standard Operating Guidelines (SOG)**

### **SITUATION AND ASSUMPTIONS**

This Emergency Operations Center (EOC) Standard Operating Guideline (SOG) is established to ensure that Kenton County Emergency Operations Center (EOC) operations are efficient, effective and comprehensive. This SOG is intended as flexible guidance rather than rigid procedures. It is recognized that the SOG may have to be altered or supplemented during the event to respond to any unforeseen conditions. Checklists included in this SOG are not necessarily listed in order of importance.

Any operational plan is only a guideline. Circumstances and rapidly changing scenarios are common during any form of event or Emergency – let reasonable thoughts guide you. Allow policy, procedures, experience, training, and intellectual intelligence guide your actions.

### **MISSION**

To define the operational guidelines for the Kenton County Emergency Operations Center (EOC).

### **DIRECTION AND CONTROL**

1. The Chief Elected Officials (County Judge/Executive, Mayor) are responsible for the County/City response to any declared Emergency.
2. Homeland Security Emergency Management (HSEM) Director will manage the internal operations of the EOC in conformity with the overall policy priorities established by the Chief Elected Official(s) or their designee(s).

### **CONCEPT OF OPERATIONS**

Utilizing the National Incident Management System (NIMS) the Kenton County Emergency Operations Center (EOC) will:

1. Provide for the safe and effective management of the incident through coordination with the on scene Incident Commander(s)
2. Provide direction, control and coordination of resources during Emergency operations;
3. Ensure the efficient use of all resources to protect lives, the environment and property;
4. Collect process and disseminate information about an actual or potential Emergency.



## **EOC ACTIVATION PROCEDURES**

1. The Kenton County EOC may be activated for pre-planned events, in response to natural and manmade emergencies or any significant incident which endangers public health, safety or well-being and/or public property or which disrupts essential community services.
2. The Kenton County EOC may be activated to support Emergency operations within Kenton County by the Chief Elected Official, Kenton County Homeland Security Emergency Management Director, or when requested by the Kentucky Division of Emergency Management to support response/recovery operations in another part of the Commonwealth.
3. When conditions warrant the County Judge-Executive (or designee), a City Mayor (or designee) or the Kenton County Homeland Security Emergency Management Director (or designee) may order the activation of the Kenton County EOC and declare that a local State of Emergency exists. At this point, the Kenton County EOC will coordinate Emergency response operations Countywide and/or Citywide.
4. All requests to activate the Kenton County EOC are directed to the Homeland Security Emergency Management Director (or if unavailable the Homeland Security Emergency Management Deputy Director). After hours contact HSEM through the Kenton County Emergency Communications Center (ECC). The Kenton County EOC will be activated to the appropriate level as determined by Kenton County Homeland Security Emergency Management.
5. Self-triggering – In the event of a catastrophic Emergency impacting the community where ESF Coordinators are unable to make contact with the Emergency Management Director, Kenton County ECC or the EOC then the ESF coordinators should report to the EOC.

## EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

Activation Level		Description
<b>3</b>	Normal Operations / Steady State	<ul style="list-style-type: none"> <li>· Activities that are normal for the EOC when no incident or specific risk or hazard has been identified.</li> <li>· Routine watch and warning activities if the EOC normally houses this function (including Virtual Monitoring).</li> </ul>
<b>2</b>	Enhanced Steady-State / Partial Activation	<ul style="list-style-type: none"> <li>· Certain EOC team members / organizations are activated to monitor a credible threat, risk, or hazard and / or to support the response to a new and potentially evolving incident.</li> </ul>
<b>1</b>	Full Activation	<ul style="list-style-type: none"> <li>· EOC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat.</li> </ul>
<p style="text-align: center;"><b>Virtual Monitoring / Virtual Emergency Operations Center (VEOC)</b></p> <p>(Virtual Monitoring and or Virtual Emergency Operations Center can occur at any activation level or standalone)</p>		<ul style="list-style-type: none"> <li>· Monitoring, supporting, and managing normal daily readiness steady state, incident and or threat activities via virtual mediums that includes one or more of the following apparatuses: situational awareness reports or observations, telephone, audio &amp; video camera / footage, intelligence &amp; surveillance reports, media broadcast, digital technologies (including internet, Internet of Things (IoT), computer networks, telephonic and video teleconference calling, digital emergency two-way radio operations, software's (WebEOC network, GIS/ESRI systems, computer aided dispatch (CAD) records), social media, email, personal / mobile device technology, text messaging, etc.), etc.</li> <li>· Virtual activities can organize within traditional Emergency Operation Centers and or off site satellite locations in Real-Time. Satellite locations can include but not limited to command apparatus, office, conference room, private dwelling, etc.</li> </ul>
<p style="text-align: center;"><b>Virtual Operations Support Team (VOST)</b>  <b>(Monitors Social Media Feeds / Activity. May also assist with VEOC Operations)</b></p> <p>A VOST can be establish to monitor and potentially respond to social media activity related to an incident.</p>		
<p>Time-Phased Activation ~ As the size, scope and complexity of the incident grow, the level of activity within an EOC often grows. Key personnel normally include the KCHSEM Director, EOC Floor Manager, EOC Support staff, Law Enforcement, Fire and EMS representatives that perform public affairs, situational awareness, resource management and planning.</p>		

## **EOC ACTIVATION LEVELS**

### **EOC ACTIVATION – NOTIFICATION**

#### **EOC Activation For All Levels**

- Activation of ESF 5 – Emergency Management.
- County and City Administrations, public safety agency department heads, and ESF Coordinators to be sent notification only to advise them of the activation.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587.

#### **EOC Level Three Activation**

- Notification will be made to HSEM Staff, County and City Administrations and those ESF Coordinators whose function is involved in the response to report to the EOC.
- Notification will be made to HSEM Staff, ESF 4 - Firefighting, ESF 13 Law Enforcement, and possibly ESF 3/12 Public Works to report to designated location.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587
- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.

#### **EOC Level Two Activation**

- Notification will be made to HSEM Staff, Chief Elected Officials County/City Administrators.
- ESF Coordinators requested by HSEM notified to respond to the EOC
- All other ESF Coordinators notified – no response required.
- Notify all public safety agency department heads.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587
- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.
- A Situation Report (SITREP) will be prepared for the Chief Elected Officials, incoming ESF Coordinators and the KY State EOC. The SITREP will contain basic information regarding the location, type, scale and severity of the Emergency.
- The Emergency Management Director or designee will continue to brief the Chief Elected Officials, County and City Administrators at regular intervals.
- ESF Coordinators will notify their support staff as needed.

## **EOC Level One Activation**

- Notification will be made to HSEM Staff, County/City Administrators and all ESF Coordinators.
- All ESF Coordinators notified to respond to the EOC
- Notify all public safety agency department heads.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587
- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.
- A Situation Report (SITREP) will be prepared for the Chief Elected Officials, incoming ESF Coordinators and the KY State EOC. The SITREP will contain basic information regarding the location, type, scale and severity of the Emergency.
- The Emergency Management Director will continue to brief the Chief Elected Officials, County and City Administrators at regular intervals.
- The EOC PIO shall notify the media of the EOC activation and will advise if the Joint Information Center (JIC) or rumor control will be activated.
- ESF Coordinators will notify their support staff as needed.

## **EOC ORGANIZATION**

The Kenton County EOC will coordinate the information, planning, operations and resource activities at the City and County level. The EOC will follow the National Incident Management System (NIMS) and the National Response Framework to comply with KRS 39A.230.

The EOC will

- ensure interagency coordination:
- establish response priorities (Objectives)
- develop strategies to achieve objectives
- facilitate effective communications
- allocate resources
- share information within the EOC to ensure a common operating picture

### **1. EOC Management**

In KRS 39B.010, the Kentucky Division of Emergency Management supports and encourages the joint establishment of a single Emergency Management Department for the entire County. The Kenton County Judge/Executive and the Mayors of All Cities within Kenton County have established the Kenton County Homeland Security Emergency Management Agency (KCHSEM) with direct responsibility for the organization, administration, and operation of the local organization for Emergency and disaster mitigation, preparedness, response and

recovery. The County Judge/Executive and the Mayors retain oversight and responsibility for these functions in their jurisdiction.

The HSEM Director or his designee will serve as the EOC Manger with overall responsibility for accomplishing the EOC mission. The HSEM Director reports to the Chief Elected Official(s).

The EOC Management Staff is responsible for the establishment of overall policy and operational priorities for the EOC.

The EOC Management Staff consists of the following members:

1. Kenton County Judge Executive/ Deputy County Judge Executive (County Administrator)
2. Mayors / City Administrative Officer of impacted jurisdictions
3. Director of Kenton County Homeland Security Emergency Management
4. Public Information Officer (PIO)
5. EOC Liaison Officer (if established)
6. EOC Safety Officer (if established)
7. Law Enforcement Chief of impacted jurisdictions
8. Fire/EMS Chief of impacted jurisdictions
9. Public Works Director of impacted jurisdictions
10. EOC Support Staff (as needed)

The EOC Management Group includes the Public Information Officer (PIO):

- (1) The PIO is responsible for all contact with the media including Compiling media releases and conducting media briefing.
- (2) A Joint Information Center (JIC) may be established and managed by the PIO for a significant incident or when necessitated by state and/or federal officials responding to Kenton County for an Emergency or disaster. The JIC is responsible for jointly processing and disseminating Emergency public information.
- (3) Rumor Control/Public Inquiry may be established to receive and Respond to public inquiries regarding the disaster. Information to be released will be provided by the EOC PIO and/or the JIC.

The EOC Management Group may include a Liaison Officer who is tasked with receiving incoming department/agency representatives and assisting them with provision of work space, supplies and support as needed.

The EOC Management Group may include a Safety Officer who is tasked with working with Safety Officers at the field incidents to ensure the safety of all personnel responding to the incident.

## **2. EOC Section Coordinators**

EOC Section Coordinators report to the EOC Manager and perform the following:

- (1) Provide direct oversight for all Section staff
- (2) Responsible for completing objectives established by the EOC Action Plan
- (3) Must facilitate and promote interagency/intergovernmental coordination

### **A. Operations Section**

The Operations Section is responsible for implementation of the EOC Action Plan including strategic and tactical coordination of deployed incident response assets. This Section accomplishes liaison with tactical level mutual aid agencies. The Operations Section monitors and assesses current operational conditions, shortfalls, and unmet response needs. The Operations Section is composed of the ESF Coordinators needed to manage and/or provide support for the incident.

- (1) Operations Section Chief: Deputy Director, Kenton County HSEM
- (2) ESF 1 - Transportation Coordinator
- (3) ESF 2 - Communications Coordinator
- (4) ESF 3/12 – Infrastructure Management Coordinator
- (5) ESF 4 - Firefighting Coordinator
- (6) ESF 6 – Mass Care and Sheltering Coordinator
- (7) ESF 8 – Public Health Coordinator
- (8) ESF 9 – Search and Rescue Coordinator
- (9) ESF 10 - Hazardous Materials Coordinator
- (10) ESF 11 – Agriculture Coordinator
- (11) ESF 13 - Law Enforcement Coordinator
- (12) Other federal, state, county or local representatives.

### **B. Planning Section**

The Planning Section collects and analyzes incident information in order to provide incident analysis. The Planning Section is responsible for maintaining EOC situational awareness by monitoring and reporting the current situation status. The Planning Section will also project and plan for possible incident developments in the future. It has the A - Team responsibility for conducting EOC Planning Meetings and the production of the EOC Action Plans. The Planning Section is responsible for maintaining documentation in the EOC and distributing them as appropriate within the EOC.

The Planning Section consists of the following members:

- (1) Planning Section Chief: Deputy, Kenton County HSEM.
- (2) Representatives from other ESFs as needed
- (3) ESF 14 – Long Term Recovery Coordinator
- (4) Intelligence (if established)
- (5) Planning Commission – GIS Mapping services
- (6) Other local/county/state/federal agency representatives.
- (7) Technical Specialists

### **C. Logistics Section**

The Logistics Section coordinates obtaining personnel and resources, communications services and other tasks required to support response to the incident. Requests for assets, whether internal or external, are prioritized, validated and processed by this Section. Logistics maintains the Resource Request Message Forms and other documentation of the resources requested and deployed for the incident.

The Logistics Section consists of the following members:

- (1) ESF 7 Resource Support Coordinator
- (2) Representatives from other ESFs as required
- (3) Technical and Expert Advisors if requested
- (4) Other support staff as required.

### **D. Finance & Administration Section**

The Finance/Administration Section handles the financial aspects of the incident. The Section will work closely with the Logistics Section to handle procurement of assets needed to manage the incident. The Finance Section will maintain a record of all expenditures and is also responsible for tracking time worked. The Finance/Administration section will provide regular reports of total and anticipated expenditures to EOC Management.

The Finance/Administration Section provides oversight and assistance with fiscal recovery efforts.

### **E. Emergency Operations Center Support Staff**

Kenton County Homeland Security Emergency Management will need to utilize County/City employees, to help with the successful operation of the Emergency Operation Center (EOC) during activations. Positions include document runners, data entry work, Information Technology (IT) staff, call takers, journal writers, and call down support and management work. EOC support staff will be assigned to assist an EOC section or branch. The atmosphere may become fast-paced and require multi-tasking. Office and computer skills are necessary. Strong organizational, communication and problem solving skills are necessary.

### **EOC POLICIES**

- (1) When this plan is activated, the Kenton County EOC will provide direction, control and coordination of all resources.
- (2) The Kenton County EOC provides guidance, assists with decision making and coordinates resources for the individual incident scene commanders and other County and local agencies.

- (3) Situational Awareness/Common Operational Picture: To manage their operations, the incident site(s) ICS structure will collect and process their incident specific information. The Kenton County EOC will focus on collecting critical information which is of common value or which needs to be shared with more than one incident scene or operational element to create an overall perspective of the situation. The Kenton County EOC will rely on the individual Incident Commander(s) or operational elements to provide this critical information which will be disseminated to appropriate users and developed into reports, briefings and displays.
- (4) The EOC Planning Section will produce Situation Reports (SITREPs), which will be distributed to local Chief Elected Officials, the Kentucky Division of Emergency Management, ESF Coordinators staffing the EOC and others as required.
- (5) The Kenton County EOC will provide technical advice to the on-scene Incident Commander(s) from support personnel and agencies and individuals with technical expertise.
- (6) The staff of the Kenton County EOC will support short and long term planning activities. An EOC Action Plan will be developed based on objectives established by EOC Staff during EOC Planning Meetings. The Kenton County EOC staff will track progress towards meeting EOC Action Plan objectives.
- (7) The staff of the Kenton County EOC will not speak to or release information directly to the media or the public. The EOC staff will provide information to ESF 15 – Public Information for release to the public and the media.

### **DEACTIVATION / DEMOBILIZATION OF THE EOC**

1. The County Judge/Executive and or Mayor(s) will determine when the EOC will be deactivated.
2. The County HSEM Director will oversee the actual demobilization and closeout of the EOC and ensure:
  - a. All personnel follow demobilization checklists.
  - b. All necessary EOC documentation is collected and properly filed.
  - c. An After Action Review (AAR) of the EOC operation is held within ten days of the closing of the EOC and a written copy of the AAR is presented to the County Judge/Executive, City Mayor(s) and the Kentucky Division of Emergency Management.
  - d. The EOC is restocked with materials needed to carry out the next EOC activation.
  - e. The EOC is returned to its normal state of readiness.



II. APPENDICES

- 1-1 EOC Operations SOG
- 1-2 EOC Message Handling SOG
- 1-3 Written EOC Message Handling Procedure Sequence
- 1-4 EOC Checklists

**APPENDIX 1-1**  
**EOC OPERATIONS SOG**

**I. OBJECTIVE**

This document describes the Standard Operating Guidelines (SOG) of the Kenton County Emergency Operations Center (EOC).

**II. PROCEDURE**

**A. Notification** – performed as stated in the Basic Plan

- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.

**B. Preparing the Emergency Operations Center (EOC)**

The first personnel to arrive at the Emergency Operations Center will prepare the EOC by doing the following:

1. Ensure the following equipment is on site:
  - a. Telephones
  - b. Computers
  - c. Office supplies
  - d. Copier/Fax/Scanner
  - e. EOC Forms, pens and notepads
  - f. County Emergency Operations Plan (EOP)
  - g. EOC Standard Operating Guidelines (EOC-SOG)
2. Initiate use of WebEOC or if unavailable begin use of message handling procedures contained in Appendix 1-2.
3. Arrange furniture in the room to accommodate the incoming ESF Coordinators and staff.
4. Set up screens for GIS map(s) and Computer Aided Dispatch (CAD), white boards, projectors, televisions and status boards.
5. Set up the necessary computers, telephone and office supplies for each ESF.
6. Connect and check operation of all telephones and the fax machine to ensure they are working.
7. Open an initial file for the incident and check with Emergency Management to ensure that an incident number has been obtained from the Kentucky Division of Emergency Management.

### **C. Communications and Message Handling Procedures**

1. When the EOC is activated, the HSEM Director should inform the Commonwealth EOC (CEOC) and the KyEM Area 6 Manager that the Kenton County EOC is open and operational.
2. The HSEM Director should ensure that a Situation Report (SITREP) is provided to the CEOC and the KyEM Area 6 Manager at regular intervals. The following SITREP schedule is preferred: 0700, 1200, 1700 and 2200.
3. The HSEM Director will periodically provide briefings and receive briefings from the EOC staff.
4. All incoming and outgoing messages will be processed in accordance with the EOC Message Handling Procedure (see Appendix 1-2 and 1-3)

### **D. WebEOC and Status Boards**

1. The Planning Section will maintain an electronic status board(s) using WebEOC. If WebEOC is unavailable wall mounted status boards and/or white boards will be used to serve as a record of significant events and actions during the Emergency response.
2. WebEOC and/or status boards should be updated in a timely manner and include the following information: date, time, event, requests and decision made, follow-up information, and time and method of completion of the action.

### **E. Security**

The ESF 13 - Law Enforcement Coordinator will institute strict EOC security and protection measures to include at least the following.

1. Assign an individual whose sole responsibility is to control access to the EOC and provide this person with appropriate staffing.
2. Instruct the person assigned to EOC security to at a minimum do the following:
  - a. Establish a checkpoint(s) adjacent to the building entrance(s) to prevent the entrance of unauthorized personnel.
  - b. Determine which individuals are authorized to access the building and which are authorized to access the EOC.
  - c. Maintain a checkpoint at the EOC entrance to prevent the entrance of unauthorized personnel.
  - d. Maintain a time in/time out personnel log for each individual assigned duty to the EOC using EOC Personnel Log form.

**F. Personnel Rotation**

If the EOC activation is prolonged the HSEM Director should instruct ESF Coordinators and others necessary for EOC Operations to establish a shift rotation for EOC personnel. This is typically accomplished by use of two twelve (12) hour operational periods providing twenty- four (24) hour staffing.

## APPENDIX 1-2 EOC MESSAGE HANDLING SOG

### III. OBJECTIVE

This procedure outlines the methods used to handle incoming and outgoing messages when the Emergency Operations Center (EOC) is activated.

### IV. INTRODUCTION

Messages may be received in the EOC via UHF and VHF Public Safety Radio traffic, telephone, fax, Email, WebEOC, Amateur Radio or other means.

The following procedures are to ensure that incoming messages are properly logged and routed and that outgoing messages are logged and transmitted in a timely manner.

#### A. Separate procedures are written for the following personnel:

1. Communications Coordinator/Operations Desk
2. HSEM Director
3. ESF Coordinators
4. Dispatcher and Amateur Radio Operator
5. WebEOC/Status Board Recorder

#### B. When operational WebEOC will serve as the status board and messaging service in the EOC. Should WebEOC be out of service and pen and paper be required Annex C of this SOG contains the following message forms which are to be used by the EOC personnel:

1. Situation Report - This form is filled out by the person receiving it when the message received transmits only information and does not require action. (See Appendix B-1)
2. Assistance Request - This form is filled out by the person receiving it when the message received requires action by EOC personnel. (See Appendix B-2)
3. Emergency Communications Request - This form is to be filled out when a radio message is to be sent. (See Appendix B-5)

### V. PROCEDURES

#### A. Communications Coordinator or Operations Desk

1. Incoming Messages

- a. Record significant incoming messages in WebEOC or on the appropriate message form.
  - 1) If WebEOC is unavailable the Situation Report form is used for those messages which do not require a response but only relay facts.
  - 2) If WebEOC is unavailable the Assistance Request form is used for those messages which ask for help or assistance.
- b. Write a summary of all messages in the Message Log. (See Appendix B-4)
- c. Enter the assigned message log number in WebEOC or on the message form.
- d. Ensure that copies of all significant messages are routed to the HSEM Director.

## 2. Outgoing Messages

- a. When you receive an Emergency Communications Request via WebEOC or a form signed by the HSEM Director, enter the summary of the message and the time you received the request in the Message Log.
- b. Transmit the message yourself or forward the form to the dispatcher or the Amateur radio operator for transmission.
- c. Upon successful transmission of the message, log the time the message was sent on the request form and in the Message Log. (See Appendix B-4)
- d. If within 20 minutes of your receiving the request it has been impossible to transmit the message, inform the HSEM Director of the problem.

### NOTE regarding EOC Exercise Messages

All participants must ensure that all outgoing exercise messages sent during a training exercise begin and end with the words, "This is an exercise message." If in doubt whether a message is an exercise message or a genuine message, the recipient should ask the message originator.

## B. HSEM Director

1. When you receive a WebEOC message, Situation Report Form or Assistance Request Form:
  - a. Read and analyze the message.

- b. Ensure that if the report is of interest to the EOC staff that they are informed of the report.
- c. Ensure information is provided to the Planning Section for inclusion on EOC situation map(s) or status board(s).
- d. Ensure that WebEOC messages or Assistance Request forms are delivered to the ESF or appropriate agency that can respond to the request.
- e. Check the Message Log to make sure all requests for assistance are carried out in a timely manner.

C. ESF Coordinator

1. When you receive a WebEOC Message, Situation Report or Assistance Request form:
  - a. Read and analyze the message.
  - b. If it is a situation report, ensure the HSEM Director is aware of the report.
  - c. If it is an assistance request, execute the appropriate actions to resolve the problem and post the action taken on WebEOC or detail actions taken on the Assistance Request form.
    - 1) If necessary, confer with the HSEM Director and other ESF Coordinators to decide on appropriate actions.
    - 2) Record summaries of telephone conversations regarding solution of the problem and all actions taken, in your ICS 214 Log, also post a WebEOC message indicating actions taken.
    - 3) The Actions Taken section of the Assistance Request form. If, during the course of a telephone conversation, you receive an additional request for assistance, refer the call to the Communications Coordinator to ensure that complete information is gathered.
    - 4) Upon resolving the problem, complete the form and send the form to Emergency Management.
  - d. If a radio message must be sent to acquire additional information or to report solution of the problem:

- 1) Send the request via WebEOC to ESF 2 – Communications or obtain and fill out the Emergency Communications Request form.
  - 2) Send a copy of the request or route a copy of the form to ESF 5 – Emergency Management.
  - 3) If WebEOC is not available note that such a Communications request has been prepared and enter a summary of the message in the Actions Taken section of the Assistance Request Form.
  - 4) When WebEOC is not available enter in the Actions Taken section of the Assistance Request form that the message was transmitted and any information obtained.
- e. If during the course of a telephone conversation you learn of a situation which should be brought to the attention of the EOC staff – use WebEOC to share the information. If WebEOC is not available obtain and fill out a Situation Report form and route it to the HSEM Director.

#### D. Dispatcher and Amateur Radio Operator

##### 1. Incoming Messages

- a. Record incoming messages on the appropriate message form or CAD.
  - 1) WebEOC messages or the Situation Report Form are used for those messages which do not require a response, but only detail facts.
  - 2) WebEOC messages or the Assistance Request form are used for those messages which ask for aid.
- b. Route any written message forms to the Communications Coordinator

##### 2. Outgoing Messages

- a. When you receive a WebEOC message or Emergency Communications Request form asking for a radio transmission you should transmit the message.
- b. When the message has been successfully transmitted notify the sender via WebEOC or note the fact and the time on the Communications Request form and route it to the Communications Coordinator.
- c. If after 20 minutes of your receiving the communications request, it has been impossible to transmit the message, inform the Communications



Coordinator of the problem.

E. WebEOC/Status Board Recorder

Assist all EOC staff by maintaining a common operating picture. When you receive significant information record such information on WebEOC, or if unavailable use the white board status boards, and/or map(s).

**APPENDIX 1-3**  
**WRITTEN MESSAGE HANDLING PROCEDURE SEQUENCE**  
**TO BE USED WHEN WEBEOC IS NOT AVAILABLE**

**VI. SITUATION REPORT FORM**

Incoming Message - Routed to HSEM Director

**A. HSEM Director**

1. Read and analyze message.
2. Route copy to status board recorder, if appropriate.
3. If appropriate route a copy to the concerned ESF Coordinator.

**B. Status Board Recorder**

1. Record the information on the status board(s)
2. Route the copy back to the HSEM Director.

**C. ESF Coordinator**

1. Read and analyze message.
2. Retain and file a copy.
3. Route a copy with actions taken back to the HSEM Director.

**D. HSEM Director**

1. Provide copy to Planning Section to be filed.

**VII. ASSISTANCE REQUEST FORM**

Incoming Message - Routed to HSEM Director

**A. HSEM Director**

1. Read and analyze message.
2. Route a copy to WebEOC/status board recorder, if appropriate.
3. Route a copy to the concerned ESF Coordinator.

B. Status Board Recorder

1. Record the information on the status board(s).
2. Route the copy to the HSEM Director.

C. ESF Coordinator

1. Resolve problem if possible and record actions in Action Taken section of the form.
2. Retain and file a copy.
3. Route the copy with actions taken to the HSEM Director.

D. HSEM Director

1. Read and analyze action taken by ESF Coordinator to determine adequacy - if not adequate, return to the Coordinator.
2. Route the copy to status board recorder, if appropriate.

E. Status Board Recorder

1. Record the action taken on the status board(s) with reference to the assistance request.
2. Route the copy to the HSEM Director.

F. HSEM Director

1. Mark the form COMPLETE.
2. Route the form to the Planning Section.

VIII. EMERGENCY COMMUNICATIONS REQUEST FORM

A. HSEM Director

1. Read and sign the form, if proper message - otherwise, return form to originator for clarification.
2. Route signed form to the ESF 2 - Communications Coordinator.

B. Communications Coordinator

1. Log the message.
2. Transmit message or forward form to the dispatcher or Amateur radio operator.

C. Dispatcher/Amateur Radio Operator

1. Record time of transmission of message on the form.
2. Route form to Communications Coordinator.

D. Communications Coordinator

1. Log time of message transmission.
2. Route copy to HSEM Director.

E. HSEM Director

1. Route copy to message originator.

## APPENDIX 1-4 EOC MANAGEMENT CHECKLISTS

**NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5**

### IX. OBJECTIVE

The following pages are checklists designed to ensure that critical response actions are not inadvertently overlooked. The items on these lists must be supplemented during the event to respond to existing conditions and should be used as flexible response guides rather than as rigid procedures.

### X. INTRODUCTION

These checklists are meant to be used by the HSEM Director and the ESF Coordinators that comprise the EOC staff.

Actions on these checklists are not necessarily in order of importance. Changes in Emergency circumstances will frequently require alterations and additions to these lists.

### XI. TABS

- 1-4-1 Preparatory Phase Checklist
- 1-4-2 Alert Phase Checklist
- 1-4-3 Response Phase Checklist
- 1-4-4 Hourly Checklist
- 1-4-5 Recovery Phase Checklist
- 1-4-6 Closeout Checklist
- 1-4-7 Generic EOC Position Checklist

**TAB 1-4-1**  
**EOC PREPARATORY PHASE CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

- \_\_\_ 1) Review Emergency Operations Plan (EOP) and this SOG update it annually if needed.
- \_\_\_ 2) Recruit and maintain ESF Coordinators and other EOC staff
- \_\_\_ 3) Train EOC Staff
- \_\_\_ 4) Conduct at least one EOC orientation and exercise annually
- \_\_\_ 5) Hold regular drills and briefings for EOC staff
- \_\_\_ 6) Ensure necessary EOC supplies are on hand
- \_\_\_ 7) Update all checklists
- \_\_\_ 8) Review EOC SOG annually and update as necessary
- \_\_\_ 9) Ensure ESF Coordinators have a copy of this SOG
- \_\_\_ 10) Regularly test technology and equipment at the A - Team and Secondary EOC

**TAB 1-4-2  
EOC ACTIVATION CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

- \_\_\_ 1) Verify the incident or the notification of an impending Emergency incident.
- \_\_\_ 2) Activate the EOC at the appropriate level.
- \_\_\_ 3) Review the EOP and applicable support plans
- \_\_\_ 4) Review EOC Standard Operating Guidelines (SOG)
- \_\_\_ 5) Initiate a WebEOC incident.
- \_\_\_ 6) Start EOC message handling procedure and post status on WebEOC or if Unavailable start status and/or white boards.
- \_\_\_ 7) Ensure proper working order of Emergency power supply or make other Arrangements for Emergency power if necessary.
- \_\_\_ 8) Notify KyEM Duty Officer and the KyEM Area 6 Manager that the EOC is being Activated, give location and phone number
- \_\_\_ 9) Brief elected officials and agency heads
- \_\_\_ 10) Verify communications with field Incident Command Posts.
- \_\_\_ 11) Verify communications with KyEM Area 6 Manager and KY Commonwealth EOC
- \_\_\_ 12) Consider the following:
  - a) Current weather and weather forecast
  - b) School in session?
  - c) Road conditions
  - d) Special activities or concerns
  - e) Possibility of the unwanted situation(s) developing or already happening
- \_\_\_ 13) For impending events intensify the public information campaign concerning the potential Emergency and protective actions that citizens can take.
- \_\_\_ 14) Consider the need to request additional volunteers. If volunteers are requested establish a Volunteer Reception Center. Require all volunteers to be processed through the Volunteer Reception Center. Training for

volunteers will be provided at the Volunteer Reception Center particularly in the area of safety.

- \_\_\_ 15) Notify mutual aid agencies that their assistance may be needed
- \_\_\_ 16) Notify the American Red Cross and/or local agencies/organizations listed in ESF 6 of the possible need for Shelters and Feeding Points.
- \_\_\_ 17) Consider the need to develop an EOC staff roster for the next EOC Operational period
- \_\_\_ 18) Plan for field staffing during the next operation period if this is not being Handled by field personnel.
- \_\_\_ 19) Ensure ESF 15 – Public Information is briefed and media releases are being prepared. Consider the need for a JIC.
- \_\_\_ 20) Ensure the all EOC staff and field personnel understand that all information Released to the public or to the media must come from ESF 15 – Public Information only.



**TAB 1-4-3  
EOC RESPONSE PHASE CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

Response Action

- \_\_\_ 1. Prepare initial Situation Report and post status of incident on WebEOC or if Unavailable on status boards. Consider the use of GIS maps.
- \_\_\_ 2. Activate EOC or upgrade Activation Level and complete notification.
- \_\_\_ 3. Brief EOC Staff.
- \_\_\_ 4. Call KyEM EOC and KyEM Region 6 Manager to update them on situation.
- \_\_\_ 5. Brief Judge/Executive, Mayor(s) and PIO.
- \_\_\_ 6. Protective Actions needed for effected population?
  - a. Access Control
  - b. Shelter in Place
  - c. Evacuation
- \_\_\_ 7. Contact KyEM Area 6 Manager for regional status update if an area wide event.
- \_\_\_ 8. Emergency Situation Status
- \_\_\_ 9. Maintain regular, at least once an hour, communications with field units.
- \_\_\_ 10. Ensure requests from Incident Commander(s) for assistance have been Addressed.
- \_\_\_ 11. All EOC Resource requests must be made in writing to the Logistics Section using Resource Request Message Form.
- \_\_\_ 12. Maintain record of all hours worked including OT and all expenditures.
- \_\_\_ 13. Develop EOC staffing pattern for continuous operations.
- \_\_\_ 14. Schedule regular media briefings.
- \_\_\_ 15. Ensure that safety considerations are included in all decisions.
- \_\_\_ 16. Ensure that all information received by EOC and decisions made in EOC are recorded and preserved.

**TAB 1-4-4  
EOC HOURLY CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

- \_\_\_ 1) Brief and receive updates from EOC Staff
- \_\_\_ 2) Check WebEOC (or Status Boards) and maps
- \_\_\_ 3) Situation Update
- \_\_\_ 4) Weather Update (National Weather Service)
- \_\_\_ 5) Mass Care - Shelter/Feeding Point Update
- \_\_\_ 6) Review status of field personnel
- \_\_\_ 7) Review status of public information/rumor control
- \_\_\_ 8) Consider EOC staff needs
  - a) Personnel staffing
  - b) Materials and supplies
  - c) Food and water
  - d) Housekeeping
  - e) Breaks
- \_\_\_ 9) Reports to KyEM EOC and KyEM Region 6 Manager on situation
- \_\_\_ 10) Review evacuee and resident needs
  - a) Food
  - b) Clothing
  - c) medical
  - d) Shelter
  - e) Recreation
  - f) Incident information
- \_\_\_ 11) Check WebEOC (or Message Log) to ensure all requests have been acted on from last hour
- \_\_\_ 12) Consider the need for any media update prior to the next scheduled briefing.

**TAB 1-4-5  
EOC RECOVERY PHASE CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

- \_\_\_\_\_ 1) Verify that recovery operations are underway – often while response continues
- \_\_\_\_\_ 2) Post status to WebEOC (or status boards)
- \_\_\_\_\_ 3) Brief EOC staff, County Judge/Executive, Mayor(s)
- \_\_\_\_\_ 4) Ensure records are maintained for all hours including OT and all expenditures.
- \_\_\_\_\_ 5) Start area decontamination procedures if necessary
- \_\_\_\_\_ 6) Relax protective actions based on present hazardous materials analysis
- \_\_\_\_\_ 7) Check status of Shelters and Mass Feeding Facilities
- \_\_\_\_\_ 8) Conduct Damage Assessment; ensure that all observed damage is documented and information compiled.
- \_\_\_\_\_ 9) Make status reports to KyEM Area 6 Manager and to KY Commonwealth EOC
- \_\_\_\_\_ 10) If Disaster Declaration has not been made consider if state needs to be made pursuant to KRS 39.
- \_\_\_\_\_ 11) Provide disaster recovery information to the citizens via the news media
- \_\_\_\_\_ 12) Review and if necessary refine the plan for debris removal
- \_\_\_\_\_ 13) Develop plan to release mutual aid personnel and equipment.
- \_\_\_\_\_ 14) Relax any public protective measures as appropriate
  - \_\_\_\_\_ a. Evacuation
  - \_\_\_\_\_ b. Access control
  - \_\_\_\_\_ c. Shelter
  - \_\_\_\_\_ d. Feeding points
  - \_\_\_\_\_ e. In place sheltering

- \_\_\_\_\_ 15) Reentry
  - \_\_\_\_\_ a. Provide safety briefing for those re-entering the affected Area.
  - \_\_\_\_\_ B. Establish procedures for removing debris
  - \_\_\_\_\_ c. Inspect housing and buildings in effected area to determine if safe to re-enter.
  - \_\_\_\_\_ d. Determine and mark contaminated areas.
  
- \_\_\_\_\_ 16) Evacuees return phase
  - \_\_\_\_\_ a. Verify it is safe for individual to return to home or business
  - \_\_\_\_\_ b. Notify congregate care and feeding points of end of evacuation.
  - \_\_\_\_\_ c. Provide evacuees information on what to expect on returning home.
  - \_\_\_\_\_ d. Provide safety briefing and clean up information for those re-entering the affected area.
  - \_\_\_\_\_ e. Start damage assessment of congregate care facilities
  - \_\_\_\_\_ f. Commence close down of excess feeding and congregate care facilities.
  
- \_\_\_\_\_ 17) Conduct briefing for EOC staff on retention of records.

**TAB 1-4-6  
EOC DEMOBILIZATION CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

- \_\_\_\_\_ 1. Post notice of change over to demobilization procedures on WebEOC (or Status boards)
- \_\_\_\_\_ 2. Brief EOC staff and advise them to follow demobilization instructions in the checklist for their Section/Position.
- \_\_\_\_\_ 3. Notify the Commonwealth EOC, KyEM Area 6 Manager and local agencies that demobilization is underway.
- \_\_\_\_\_ 4. Collect and secure for future reference:
  - a) All ICS forms including EOC Action Plan(s)
  - b) Resource Request Forms
  - c) Message file (if used)
  - d) Message log (if used)
  - e) Notes and Memorandums
  - f) EOC personnel access log (sign in sheets)
- \_\_\_\_\_ 5. Forward closeout paper work to KyEM
- \_\_\_\_\_ 6. Release EOC Staff – make sure all personnel sign out on the EOC log as they exit.
- \_\_\_\_\_ 7. Close EOC and restore to operational readiness as soon as possible.
- \_\_\_\_\_ 8. Schedule After Action Review and begin process to create an Improvement Plan.

**TAB 1-4-7**  
**GENERIC EOC STAFF CHECKLIST**

**NOTE: This is a general checklist for the EOC – See Appendix 1-5 for the checklist specific to your EOC position.**

**Activation Phase**

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and continue to post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

**Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the EOC Manager or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

## APPENDIX 1-5 EOC SECTION/POSITION CHECKLISTS

**NOTE: These are Section/Position specific checklists for the EOC – See also the Generic EOC Staff checklist in Appendix 1-4**

### I. OBJECTIVE

The Section/Position checklists are designed to ensure that critical response actions are not inadvertently overlooked under the pressures of implementing appropriate incident response actions.

The items on these lists may need to be supplemented during the event to respond to existing conditions and should be used as flexible response guides rather than as rigid procedures.

### II. INTRODUCTION

These checklists are meant to be used by those holding a specific position in the EOC.

Actions on these checklists are not necessarily in order of importance. Changes in Emergency circumstances will frequently require alterations to these lists.

### III. TABS

- 1-5-1 Operations Section Checklist
- 1-5-2 Planning Section Checklist
- 1-5-3 Logistics Section Checklist
- 1-5-4 Finance/Administration Section Checklist
- 1-5-5 ESF 1 - Transportation Checklist
- 1-5-6 ESF 2 - Communications Checklist
- 1-5-7 ESF 3/12 - Infrastructure Management Checklist
- 1-5-8 ESF 4 - Firefighting Checklist
- 1-5-9 ESF 5 - Emergency Management Checklist
- 1-5-10 ESF 6 - Mass Care and Sheltering Checklist
- 1-5-11 ESF 7 - Resource Support Checklist
- 1-5-12 ESF 8 - Public Health/Medical Checklist
- 1-5-13 ESF 9 - Search and Rescue Checklist
- 1-5-14 ESF 10 - Hazardous Materials Checklist
- 1-5-15 ESF 11 – Agriculture Checklist
- 1-5-16 ESF 13 - Law Enforcement Checklist
- 1-5-17 ESF 14 - Long Term Recovery Checklist
- 1-5-18 ESF 15 – Public Information Checklist
- 1-5-19 Liaison Officer Checklist
- 1-5-20 Coroner Checklist

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-1  
OPERATIONS SECTION CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Overall supervision of the Operations Section. Ensure that the EOC Operations Section Function is managed in accordance with National Incident Management System (NIMS) procedures and coordinate all operational functions assigned to the Kenton County Emergency Operations Center (EOC).
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate ESFs within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.
4. Ensure that the Planning Section is provided with ESF Status Reports and Major Incident Reports.
5. Conduct periodic Operations briefings for the Emergency Management Director, as required or requested.

**Activation Phase**

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.



- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including WebEOC access, ICS forms and maps.
- Meet with the Planning Section Chief to obtain a preliminary situation briefing.
- Based on the situation, activate appropriate ESFs within the section.
  - ESF 1 - Transportation
  - ESF 3/12 - Infrastructure Management
  - ESF 4 - Firefighting
  - ESF 6 - Mass Care and Sheltering
  - ESF 8 - Public Health/Medical
  - ESF 9 - Search and Rescue
  - ESF 10 - Hazardous Materials
  - ESF 11 - Agriculture
  - ESF 13 - Law Enforcement
- Determine the need for mutual aid within Kenton County.
- Request additional personnel for the Operations Section as necessary.
- Obtain a current communications status briefing from the ESF 2 - Communications Coordinator. Work with the Logistics Section to ensure that there is adequate equipment and communications modes available for the section.
- Determine estimated time of arrival for section staff.
- Confer with the Emergency Management Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating within Kenton County.
- Establish radio or cell-phone communications with Departmental Operations Centers (DOCs), if activated.
- Determine activation status of other EOC's in the region and establish communication links with the Operations Sections.

- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with ESF Coordinators to determine appropriate section objectives for the first operational period.
- Review responsibilities of ESFs in the Operations Section.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

## **Operational Phase**

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including status reports and major incident reports.
- Ensure that all media contacts are referred to ESF 15 - Public Information.
- Conduct periodic briefings and work to reach consensus among staff on objectives for future operational periods.
- Attend and participate in EOC Planning Meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Planning Meeting.
- Conduct a strategy and tactics meeting following each EOC Planning Meeting to develop strategies for carrying out the EOC Action Plan objectives.
- Work closely with Operations Section ESF Coordinators to ensure that the Operations Section objectives, as defined in the current EOC Action Plan, are being addressed.
- Ensure that all resource requests are made in writing using the Resource Request Message form and routed through the Logistics Section.
- Ensure that intelligence information from the Section is made available to the Planning Section in a timely manner.

- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of Emergency expenditures and daily time sheets).
- Brief the EOC Director on all major incidents.
- Complete a WebEOC entry and a Situation Report for major incidents; forward a copy to the Planning Section.
- Brief ESF Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-2  
PLANNING SECTION CHECKLIST**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Ensure that the responsibilities of the Planning Section are carried out in accordance with National Incident Management System (NIMS) procedures, to include:
  2.
    - collecting, analyzing, and displaying situation information;
    - preparing periodic Situation Reports (SITREPs) at regular intervals with the following schedule being followed whenever possible: 0700, 1200, 1700 and 2200;
    - facilitating the Planning Meetings and preparing and distributing the EOC Action Plan
    - conducting Advance Planning activities and reports;
    - providing technical support services to the various ESFs, and
    - documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization and staffing for the Planning Section.
3. Exercise overall responsibility for the coordination of activities within the section including the following members:
  - ESF 14 – Long Term Recovery Coordinator
  - Representatives from other ESFs as needed
  - Planning Commission – GIS Mapping
  - Technical Specialist if required
  - Additional staff as required
4. Keep the HSEM Director informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensure that WebEOC is used to maintain a common operating picture for all EOC staff.
6. Supervise the Planning Section.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with all activated EOC's within the region and receive and share Situation Status Reports with their Planning Sections.
- Meet with Operations Section Chief; and obtain and review any major incident reports.
- Review responsibilities of those working in the Planning section; develop plan for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the Emergency Management Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

## Operational Phase

- Ensure that Planning position logs and other necessary files are maintained.
- Ensure that the Situation Analysis Unit is maintaining current information for the Situation Status Report.
- Ensure that major incidents reports and status reports are completed by the Operations Section and are accessible by Planning.
- Ensure that WebEOC and ICS 214 Logs are used by all EOC Staff
- Ensure that a Situation Status Report is produced and distributed to all EOC Sections at least once, prior to the end of the operational period.
- Ensure that WebEOC and any status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that ESF 15 - Public Information has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for future operational periods.
- Facilitate the EOC Planning Meetings at times established by EOC Management but no later than two hours before the end of an operational period.
- Ensure that objectives for each section are completed, collected, and posted in preparation for the next Planning Meeting.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Manage the Planning Section to ensure the section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that the Planning Section develops and distributes a forward looking report which highlights forecasted events or conditions likely to occur beyond the current operational period; particularly those situations which may influence the overall objectives of the EOC.
- Ensure that the Planning Section maintains files on all activities related to the event, and provides reproduction services for the EOC, as required.
- Obtain technical specialists for the EOC as required.

- Ensure that fiscal and administrative requirements are coordinated through the Finance Section.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC - SOG**

**TAB 1-5-3  
LOGISTICS SECTION CHIEF**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Ensure the Logistics Section is managed in accordance with the National Incident Management System (NIMS) procedures. The Logistics Section includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Logistics Section objectives, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.
5. Keep the Emergency Management Director informed of all significant issues relating to the Logistics Section.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.



- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, staff the Logistics Section as needed and designate a Deputy Logistics Section Chief and Unit Leaders if required.
- When needed mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections of incidents or activated Departmental Operation Centers (DOCs) in Kenton County.
- Advise Logistics Section personnel to coordinate with appropriate personnel in the Operations Section to prioritize and validate resource requests. This should be done prior to acting on the request.
- Meet with EOC Management and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Develop objectives for the Logistics Section as well as plans to accomplish these objectives in the first operational period, or in accordance with the EOC Action Plan.
- Provide periodic Logistics Section Status Reports to the HSEM Director.
- Adopt a proactive attitude, think ahead and anticipate situations and problems before they occur.

## **Operational Phase**

- Ensure that Logistics Section staff use WebEOC, ICS 214 position logs and that any other necessary files are maintained.

- Ensure that detailed records are kept for all resource requests including how they were or were not addressed.
- Exercise overall responsibility for the coordination of activities within the section including the following members:
  - ESF 7 – Resource Support
  - Representatives from other ESFs as required
  - Technical and Expert Advisors if requested
  - Other support staff as required
- Meet regularly with Section staff and work to reach consensus on section objectives for future operational periods.
- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Planning Meeting.
- Attend and participate in EOC Planning Meetings.
- Ensure that the Logistics Section coordinates closely with the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all operational resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-4  
FINANCE/ADMINISTRATION SECTION CHIEF**

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Supervise the Finance/Administration Section in accordance with the National Incident Management System (NIMS) procedures.
2. Ensure that all financial records are maintained throughout the incident or event.
3. Ensure that all on-duty time is recorded for each person staffing the Kenton County EOC.
4. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff.
5. Ensure that there is a continuum of the payroll process for all local and county Employees responding to the event or disaster.
6. Determine purchase order limits for the procurement function in the Logistics Section.
7. Ensure that workers' compensation claims, resulting from the response to the incident by local and county Employees, are processed within a reasonable time, given the nature of the situation.
8. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

**Activation Phase**

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure that the Finance Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- Ensure there is coordination with any activated Departmental Operations Centers (DOCs) within the county for the purpose of gathering and consolidating response cost estimates and other related information.
- Meet with the Logistics Section Chief and review financial support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Notify the Emergency Management Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase**

- Ensure that Finance position logs and other necessary files are maintained.
- Ensure that WebEOC and any other displays associated with the Finance/Administration Section are current and that information is posted in a legible and concise manner.
- Participate in all EOC Planning Meetings.
- Keep EOC Management Director and City and County Chief Elected officials/Administrators aware of the current fiscal situation and other related matters, on an on-going basis.
- In coordination with the Logistics Section, ensure that Resource Request Messages, purchase orders and contracts are processed in a timely manner.

- Ensure that the Finance/Administration Section provides administrative support to other ESFs required.
- Work with ESF 14 – Long Term Recovery to ensure that all recovery documentation is accurately maintained during the response, and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Kentucky Division of Emergency Management.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-5  
ESF 1 – TRANSPORTATION COORDINATOR CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Overall supervision of ESF 1 – Transportation in accordance with National Incident Management System (NIMS) procedures
2. Coordinate all incident related transportation operations within Kenton County.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
5. Implement the objectives of the EOC Action Plan assigned to ESF 1 – Transportation.

**Activation Phase**

- Respond to the EOC.
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and begin to post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Prepare and submit ESF 1 status reports and major incident reports as appropriate to the Operations Section Chief.

- Prepare objectives for ESF 1 and provide them to the Operations Section Chief prior to the first Planning Meeting.

### **Operational Phase**

- Ensure that ESF 1 personnel utilize WebEOC, maintain ICS 214 logs, and maintain other files as necessary.
- Determine the status communications within your function and report information to ESF 2 – Communications.
- Maintain the ability to report on the current status of Transportation efforts being conducted.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of ESF 1 operations periodically or as requested during the operational period.
- Prepare objectives for ESF 1 for subsequent operational periods; provide them to the Operations Section Chief at least one hour prior to the next EOC Planning Meeting.
- Work with ESF 3/12 – Infrastructure Management for the County and with the Kentucky Transportation Cabinet for the State to ensure that critical highway, road and bridge damage assessment has been initiated with a reporting structure in place.
- Maintain a status of:
  - \_\_\_ Roads that are closed
  - \_\_\_ Roads that have not been inspected
  - \_\_\_ Bridges that are open without restrictions
  - \_\_\_ Bridges that are open with restrictions
  - \_\_\_ Bridges that are closed
  - \_\_\_ Bridges that have not been inspected
  - \_\_\_ Bridges that have been visually inspected but require further Engineering evaluation to determine status
- Collect damage assessment information for other critical transportation modes and determine their operational status:
  - \_\_\_ Cincinnati/Northern Kentucky International Airport
  - \_\_\_ CSX Railroad Line
  - \_\_\_ Norfolk Southern Railroad Line
  - \_\_\_ Ohio River / Licking River
  - \_\_\_ Kentucky Department of Transportation
- Do not speak to the media. Refer all contacts with the media to ESF 15 - Public Information.



- Receive and process transportation asset resource requests.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any Emergency expenditures and daily time sheets).
- Assist in the designation of priority routes open for use by Emergency responders as well as potential regional, State and Federal resources.
- If an evacuation is ordered:
  - \_\_\_\_\_ assist in the designation of safe evacuation routes
  - \_\_\_\_\_ determine the transportation resources needed to assist and work with ESF 7 to secure all necessary resources.
  - \_\_\_\_\_ assist in the designation of assembly points for evacuees to gather prior to evacuation.
- Fuel for Emergency Vehicles - Assist ESF 7: Resource Support in determining a procedure for refueling Emergency vehicles working the incident(s). Consider use existing fueling arrangements and sites first. If additional sites are needed make a request through ESF 7. If fuel trucks are considered to bring fuel to the scene of an incident be certain that the truck has the capability to pump the fuel into the Emergency vehicles.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-6  
ESF 2 - COMMUNICATIONS COORDINATOR CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

- Supervise ESF 2 - Communications in accordance with National Incident Management System (NIMS) procedures.
- Ensure radio, telephone, and computer resources, and other communications services are provided to EOC staff as required.
- Oversee the installation of communications resources within the Kenton County EOC.
- Ensure appropriate communications between the Incident Commander(s) in the field and the EOC.
- Ensure that a communications link is established with the KyEM State EOC and the KyEM Area 6 Manager.
- Continually monitor and test the activated radio and telephone systems. Keep the EOC Staff informed of system failures and restoration activities.
- Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- Determine specific computer requirements for all EOC positions.
- Implement internal information management, to include message and e-mail systems.
- Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications staff are available for 24-hour coverage.
- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event or disaster. (See ICS forms 205, 216 and 217)

## Activation Phase

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Prepare objectives for ESF 2 – Communications and provide them to the Operations Section Chief at least one hour prior to the each EOC Planning Meeting.

## Operational Phase

- Ensure that ESF 2 Communication logs and other necessary files are maintained.
- Immediately begin coordinating the collection of information regarding the status of all communications systems in Kenton County.
  - \_\_\_\_\_ 911
  - \_\_\_\_\_ Public Safety Communications Center
  - \_\_\_\_\_ Public Safety Radio Systems
  - \_\_\_\_\_ Other Radio Systems
  - \_\_\_\_\_ Telephone
  - \_\_\_\_\_ Cellular Communications
  - \_\_\_\_\_ Satellite Telephone/Radios
  - \_\_\_\_\_ Internet
  - \_\_\_\_\_ Commercial Broadcast Systems (Radio, TV, Emergency Alert System -EAS)

- Keep all ESFs informed of the status of communications systems, particularly those that are down or limited and include information on restoration efforts.
- If significant damage has occurred to public safety communications systems develop a communications plan that will provide for all necessary capabilities that will be required for the Incident Management structure.
- Coordinate with all ESFs regarding the placement and operating procedures for use of all communication systems.
- Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that communications links are established with the Commonwealth Emergency Operations Center (CEOC), any activated Departmental Operations Centers (DOCs) in Kenton County, hospitals, shelters, and any other locations identified by the EOC.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Consider the need for Amateur Radio Emergency Services (ARES) Radio Operators in the field and at the EOC, DOCs (Department Operations Centers). Confer with ESF 5 Emergency Management if Amateur Radio is needed. Mobilize and coordinate amateur radio resources to augment A - Team communications systems as required.
- Consider coordinating with the Civil Air Patrol to determine if the establishment of airborne repeater systems is possible and would assist in restoring communications capabilities which may have been lost.
- Ensure that technical personnel are available for communications equipment maintenance and repair. Coordinate the repair and restoration of critical communications systems.
- Keep the Logistics Section Chief informed of the status of the communications systems and any communications resource needs.
- Prepare objectives for the ESF 2 – Communications and provide them to the Operations Section Chief at least one hour prior to the next Planning Meeting.
- Refer all contacts with the media to ESF 15 - Public Information.

## **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-7  
ESF 3 & 12 - INFRASTRUCTURE MANAGEMENT CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Supervise ESF 3/12 – Infrastructure Management in accordance with National Incident Management System (NIMS) procedures.
2. A full explanation of all responsibilities is included in the EOP ESF 3/12.
3. Assist other ESFs by providing construction equipment and operators as necessary for Emergency access, rescue, etc.
4. Provide heavy equipment assistance to the Damage Assessment Team as required.
5. Provide Emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
6. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
7. Coordinate with utility providers to monitor restoration of utilities with a priority given to critical facilities.
8. Supervise ESF 3/12 in accordance with National Incident Management System (NIMS) procedures.

**Activation Phase**

- Respond to the EOC.
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Determine the status of field and EOC communications within your function and report this information to ESF 2 – Communications.
- Ensure that all equipment at your workstation is operational.

### **Operational Phase**

- Establish and maintain WebEOC postings, ICS 214 position logs and other necessary files.
  - Ensure that appropriate staff is available to assist other Emergency responders with the operation of heavy equipment if required. If additional equipment or operators are required coordinate with ESF 7 – Resource Support.
  - Initiate Damage Assessment for roads, bridges and other infrastructure. Ensure that the Kentucky Transportation Cabinet does the same for the State. Work with ESF 1 – Transportation to ensure that a reporting structure is in place to collect and compile all of this damage assessment information.
  - Ensure that engineering staff are available to assist the Infrastructure Damage Assessment Unit in inspecting damaged structures and facilities.
  - Work closely with the ESF 7 Resource Management to provide any other support and material as required. Use Resource Request forms for all requests
  - Determine the status of all utilities:
    - \_\_\_\_\_ Electric ( Duke and Owen Electric)  
Create a County-wide energy status report that reflects damage/outage information collected as well as any projected restoration times.
    - \_\_\_\_\_ Natural Gas (Duke Energy)
    - \_\_\_\_\_ Water (Northern Kentucky Water District )
    - \_\_\_\_\_ Wastewater/Sewers (Sanitation Dist. No. 1 )
- \*\*\* For water and wastewater – if damaged attempt to determine:  
 \_\_\_\_\_ if damage is to facility, source, supply, distribution, SCADA or other

\_\_\_\_\_ Status of Power to their facilities, if operational are they on back up power? Is a generator needed for critical operations?

\_\_\_\_\_ Ask for their initial estimate of damage

\_\_\_\_\_ Minor – repair in 7-10 days or less

\_\_\_\_\_ Significant - 10 to 30 days required for repairs

\_\_\_\_\_ Major – months required for repairs

\_\_\_\_\_ Is specialized engineering or other support required.

- Attempt to determine the impact of any utility disruption on critical facilities: Obtain the Critical Facilities list from ESF 5 – Emergency Management (examples of critical facilities include - hospitals, nursing homes, urgent care, dialysis centers, etc.). Work with ESF 7 – Resource Support if necessary to attempt to provide Emergency power to critical facilities if Emergency power is not already in place. (Due to limitations on the number and types of generators available it may be necessary to prioritize)
- Identify areas where disruptions to the water supply may impact firefighting capabilities. Share this information with ESF 4 – Firefighting.
- Work with ESF 1 Transportation and ESF 3/12 – Infrastructure Management to provide assistance to all utilities with identification of safe routes of travel and possibly assistance with debris removal.
- Work with ESF 10 – Hazardous Materials to determine the status of all pipelines.
- Identify any high hazard dams or levees which are in danger of failure or already have failed. Determine actual or potential impacts and share with the Operations Section Chief.
- Work with ESF 6 Mass Care and Sheltering to determine the impact of any utility disruptions on their ability to provide Mass Care and Shelter services that may be required. In particular, based on disruptions to the water supply identify areas where bulk water operations may be required to sustain populations.
- Flooding - As requested, direct staff to provide flood-fighting assistance, sandbagging, clearing debris from roadways and waterways, assisting with utility restoration, and building temporary Emergency structures as required.
- In coordination with ESF 10 – Hazardous Materials, identify any actual or potential hazmat release and any damage to Hazardous Materials facilities which may impact utilities. This would include consideration of the impact on the rivers or other sources from which water is drawn.
- Conduct Damage Assessment to determine damage sustained to government facilities. This would include damage to State and Federal facilities as well. This



assessment should include all buildings housing government departments, administration/government buildings, city halls, courthouses, jail, public works etc.

- Develop a Debris Removal Plan (consult with Kenton County Solid Waste Coordinator, Emergency Management and Kentucky Environmental Protection). This plan should include identification of a collection method and disposal sites.
- Coordinate the repair and restoration of all critical public works systems.
- Refer all contacts with the media to the Public Information Branch.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC - SOG**

**TAB 1-5-8  
ESF 4 - FIREFIGHTING COORDINATOR**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Overall supervision of ESF 4 – Firefighting in accordance with National Incident Management System (NIMS) procedures.
2. Establish and maintain communication with firefighting units in the field and/or at Departmental Operations Centers (DOC) if activated.
3. Respond to requests for firefighting resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Coordinate the mobilization and transportation of all resources through the Logistics Section.
5. Monitor and track fire resources utilized during the event.
6. Provide general support to field personnel, as required.
7. Maintain WebEOC postings, status reports for major incidents requiring or potentially requiring additional assistance and maintain status of unassigned operational area, state, fire & rescue resources in the region.
8. Implement the objectives of the EOC Action Plan assigned to the ESF 4 Firefighting.

**Activation Phase**

- Respond to EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Based on the situation summon additional personnel if necessary to staff ESF 4 - Firefighting.
- As necessary coordinate and acquire resources through ESF 7 – Resource Support using Resource request forms.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for ESF 4 and provide them to the Operations Section Chief at least one hour prior to the each EOC Planning Meeting.
- Request that all fire departments have deployed at least one person to their station to handle communication with the EOC for their department.
- Request each fire department establish an officer to serve as a point of contact to assist with coordination of any non-Emergent service requests.

### **Operational Phase**

- Ensure that ESF 4 utilizes WebEOC, ICS 214 position logs and that other necessary files are maintained.
- Maintain current status of Fire & Rescue missions being conducted.
- Determine the status of communications for the firefighting function and report information to ESF 2 – Communications.
- Assess the impact of the incident on the operational capability of the individual departments. Consider the collective ability of the Fire Service in the County to conduct firefighting operations. Determine via this process the current apparatus status and personnel availability for all fire departments. Do not use one crew of responders to staff two or more apparatus/units. For example a four person crew with an engine and a ladder cannot have both immediately available for response. This allows ESF 4 to have an accurate understanding of available resources.

- Consider apparatus availability to ensure that at a minimum one engine and one ambulance is available for immediate response in any two adjacent districts (i.e. at least one engine and one ambulance is available.) These apparatus do not need to be located in the same station. Consider moving apparatus if necessary to meet this minimum.
- Consider apparatus availability to ensure that at a minimum one ladder is available for immediate response in any three adjacent districts. (i.e. at least one ladder available. Consider moving apparatus if necessary to meet this minimum.
- Work with ESF 3/12 Infrastructure Management to determine the condition of the water supply to determine if fire hydrants will be available or if alternate supplies (water tenders/tankers) need to be implemented for firefighting water.
- Work closely with ESF 8 - Public Health and Medical to ensure the delivery of Emergency Medical Services.
- Provide the Operations Section Chief and Planning Section Chief with a summary of ESF 4 operations periodically or as requested during the operational period.
- In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect fire and rescue operations.
- On a regular basis, complete and maintain an ESF 4 Status Report on WebEOC or if unavailable do a report hard copy
- Do not communicate with the media. Refer all contacts with the media to ESF 15 - Public Information.
- When necessary request additional resources by submitting a Resource Request Message submitted to the Logistics Section.
- Prioritize the allocation of firefighting resources to fulfill response needs.
- Ensure that an appropriate staging area(s) are developed if not addressed by Incident Commander(s) in the field. Coordinate with ESF1 – Transportation to ensure ingress and egress from the staging area(s).
- Receive and process non-fire resource requests from firefighting assets in the field.
- Remain aware of a developing incident(s) and attempt to anticipate response requirements and plan accordingly.
- Collect any information on hazardous materials facilities including oil, LP, natural gas, pipelines that may have a release, be on fire or be threatened by fire. Share this information with ESF 10 – Hazardous Materials.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any Emergency expenditures and daily time sheets).
- Prepare objectives for ESF 4 for the subsequent operations period; provide them to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, and branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-9  
ESF 5 – EMERGENCY MANAGEMENT CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist before Taking Any Action \*\*\*\***

**Responsibilities**

1. Establish the appropriate staffing level for the Kenton County Emergency Operations Center and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency response agencies within the EOC. In conjunction with EOC Management set priorities for response efforts in all areas of Kenton County. Ensure that all County and local agency actions are accomplished within the priorities established in the EOC Action Plan.
3. Ensure that inter-agency coordination is accomplished effectively within the Kenton County EOC.

**Activation Phase**

- Determine appropriate level of EOC activation and which location to use based on the situation.
- Mobilize appropriate ESFs for the initial activation of the Kenton County EOC.
- Respond immediately to the EOC site and determine operational status.
- If necessary divert EOC staff to an alternate EOC location
- Initiate and sign in on the EOC personnel log.
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.
- Obtain briefings from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC security and check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is completed.
- Assign ICS Section Chiefs as appropriate and ensure they are staffed appropriately.
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief
- Work with ESF 2 – Communications to ensure that communications with Emergency response agencies and other necessary parties are established and functioning.
- Ensure that an initial Situation Report (SITREP) is prepared for Chief Elected Officials, Section Chiefs, ESF Coordinators and the Kentucky Division of Emergency Management.
- Prepare a Declaration of Emergency for the jurisdiction(s) involved. Coordinate with the Chief Elected Official(s) to obtain the appropriate signatures.
- Confer with the EOC Staff to determine what agency representatives may be needed at the EOC.
- Assign a Liaison Officer to coordinate outside agency response to the Kenton County EOC.
- Schedule the Initial EOC Planning Meeting.

### **Operational Phase**

- Monitor EOC activities to ensure that all appropriate actions are being taken.
- Establish contact with the KyEM Area 6 Manager and the Commonwealth Emergency Operations Center (CEOC) by any means possible to notify them of EOC activation and to provide an initial situation report.
- Ensure that all ESFs determine the current capabilities of their function and consider Continuity of Operations: Personnel, Equipment, Facilities, overall ability to carry out their function.

- Assist where required in the establishment or support of Incident Management for the response at all levels consistent with the National Incident Management System (NIMS). Ensure that Incident Action Plans are being developed for the field response(s) and being forwarded to the EOC.
- In conjunction with ESF 15 - Public Information, ensure the EOC conducts media briefings and review media releases for final approval following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on current status reports establish initial strategic objectives for the Kenton County EOC.
- Participate in the Initial EOC Planning Meeting. Ensure that all Section Chiefs, ESF Coordinators, and other key representatives are in attendance. Ensure that appropriate planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning Section Chief or designee.
- Once the EOC Action Plan is completed by the Planning Section, review, approve and authorize its distribution and implementation.
- Conduct periodic briefings with the EOC staff to monitor progress towards the EOC Action Plan objectives and determine if they are current and appropriate.
- Conduct regular briefings for the Chief Elected Officials or their representatives and issue SITREPs at regular intervals. Suggested SITREP times are 07:00, 12:00, 17:00 and 22:00. SITREPS should also be provided to the KyEM Area 6 Manager and to the Commonwealth Emergency Operations Center (CEOC) (this can be done via WebEOC if it is operational)
- Encourage all ESFs and all incident responders to report damage assessment information.
- Implement Damage Assessment Team procedures and collect/maintain all information obtained.
- In coordination with ESF 7 – Resource Management identify and request any State and/or Federal supplemental resources needed.
- Assist ESF 7 in determining the need for and establishment of Points of Distribution (PODs).
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.



## **Demobilization Phase**

- Authorize deactivation of sections, branches, and units when they are no longer required.
- Notify the Kentucky Division of Emergency Management State EOC, the KyEM Area 6 Manager, county and local Emergency response agencies, and other appropriate organizations of the planned deactivation time.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Brief EOC Staff on the need to prepare for the After-Action Review and development of an Improvement Plan.
- Deactivate the Kenton County EOC at the designated time, as appropriate. Proclaim termination of the Emergency and proceed with recovery operations.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-10  
ESF 6 - MASS CARE/SHELTERING CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist before Taking Action \*\*\*\***

**Responsibilities**

1. Supervise ESF 6 in accordance with National Incident Management System (NIMS) procedures.
2. Coordinate with the American Red Cross and other volunteer agencies to ensure food, potable water, clothing, shelter and other basic necessities are provided for the citizens affected by the incident.
3. Assist the American Red Cross with disaster welfare inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
4. Assist the American Red Cross with the transition from mass care to separate family/individual living.
5. Do not establish or permit the collection of donations of any kind unless a written Donations Management Plan has been drafted and authorized by the Emergency Management Director.

**Activation Phase**

- Respond to the EOC or ensure representation.
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

## **Operational Phase**

- Establish and maintain WebEOC postings, ICS 214 position logs and other necessary files. Continue to post on WebEOC Mass Care and Sheltering Status Reports
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of ESF 6 operations periodically during the operations period or as requested.
- Based upon incident information and incoming damage assessment information assess the capabilities to provide Mass Care and Shelter services. If necessary begin the process of planning for the provision of these services.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross (ARC) respond to the EOC. Work with the ARC Agency Representative to coordinate all mass care, shelter and congregate care activity.
- Establish communications with other volunteer agencies to provide basic life sustaining necessities.
- With the American Red Cross determine the appropriate shelter(s) to use if needed. Only open the number of shelters you must to meet the need.
- Work with ESF 1 – Transportation to determine the status of safe routes to and around any potential shelter locations.
- Assist the American Red Cross in opening, staffing, equipping and managing shelters to the extent possible.
- Prepare for functional needs individuals (those with disabilities or medical needs) to arrive at the shelter(s). Closely coordinate efforts with the American Red Cross and ESF 8 Public Health/Medical. Make sure there are Red Cross and/or Health Department medical personnel at all shelters when they open.
- All shelters should be inspected by the Health Department prior to opening. Consider this requirement and make arrangements through ESF 8 Public Health and Medical prior to opening the shelter(s).
- Consider whether the need to care for pets is limiting the ability of some citizens to evacuate or seek appropriate shelter. If there is a need for animal housing or livestock care work with ESF 11 Agriculture and Kenton County Animal Control to address this issue.
- In coordination with the American Red Cross, activate both a shelter registry and an inquiry registry service designed to reunite families and respond to inquiries from relatives or friends.

- Work with ESF 13 – Law Enforcement to ensure security for the shelter locations. (ask ESF 13 to address concerns regarding registered sex offenders)
- Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- Work with the Red Cross and the Kentucky Community Crisis Response Board (KCCRB) to provide for crisis counseling services.
- Coordinate with ESF 15 – Public Information regarding the dissemination of information regarding Mass Care and Shelter services. Do not publicize shelters until they are prepared to receive populations.
- Should an evacuation be required, assist other EOC staff in the development of incident specific evacuation plans including the possible need for mass care and shelter operations in locations outside Kenton County.
- All requests for resources should be coordinated through ESF 7 – Resource Management and made on a resource request form.
- Prepare objectives for ESF 6 for the subsequent operations period and provide them to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.
- Do not communicate with the media. Refer all contacts with the media to ESF 15 - Public Information.

## **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC - SOG**

**TAB 1-5-11  
ESF 7 – RESOURCE SUPPORT CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist before Taking Action \*\*\*\***

**Responsibilities**

1. Ensure the ESF 7 – Resource Support (Logistics Section) is carried out in accordance with the National Incident Management System (NIMS) procedures in support of the Kenton County EOC. This function includes providing communication services, and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of ESF 7 staffing and continuously monitor the effectiveness of the organization. Modify staffing levels as required.
3. Ensure ESF 7 objectives, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for Resource allocation.
5. Keep the Emergency Management Director informed of all significant issues relating to ESF 7.
6. Serve as the Logistics Section Chief.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure that ESF 7 is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, resource directories and other potential vendor references.
- Based on the situation, activate Branches/Units within the Logistics Section as needed and designate Branch and Unit Leaders for each element:
- If required, mobilize sufficient staffing for 24-hour operations. Two twelve (12) hour shifts suggested.
- Establish communications with Logistics Sections in any activated Departmental Operation Centers (DOCs).
- Advise Logistics Section Staff to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from activated DOCs within the county. This should be done prior to acting on the request.
- Meet with the Emergency Management Director and other EOC Management and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist staff in developing objectives for ESF 7 as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- Provide periodic ESF 7 Status Reports to the Emergency Management Director.
- Adopt a proactive approach; think ahead and anticipate situations and problems before They occur.

## **Operational Phase**

- Ensure that ESF 7 posts all significant information to WebEOC and maintains ICS form 214 position logs and other necessary files.

- Meet regularly with Section staff and work to reach consensus on objectives for future operational periods.
- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each EOC Planning meeting.
- Attend and participate in EOC Planning meetings.
- Require that all resource requests be submitted in writing using a Resource Request Message.
- Ensure that the Logistics Section coordinates closely with the Finance Section, and that all required documents and procedures are completed and followed.
- In coordination with all ESFs determine and compile all known initial resource requests and all envisioned logistical requirements. Begin to identify sources that may be able to provide these resources.
- Ensure that transportation requirements of the response personnel are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all operational resources are tracked and accounted for, as well as Resources ordered.
- Coordinate with ESF 1 – Transportation regarding the identification of safe routes for transportation of supplies and resources into the County.
- Consider the need for a staging area for resources and supplies.
- Consider the need for Points of Distribution (POD) (see POD Plan)
- Coordinate with ESF 13 – Law Enforcement regarding security at supply reception locations and POD.
- Coordinate with ESF 15 – Public Information to ensure the release of appropriate, accurate and timely information regarding the distribution of supplies.
- Provide section staff with information updates as appropriate.
- Coordinate with ESF 1 – Transportation to establish fueling locations for Emergency vehicles throughout the County. Consider use existing fueling arrangements and sites first. If additional sites are needed determine appropriate locations. Determine if Emergency power supply (generators) would allow existing locations to return to service. If fuel trucks are considered to bring fuel to the scene of an incident be

certain that the truck(s) have the capability to pump the fuel into the Emergency vehicles.

- Maintain a list of businesses in the County that are open for business to provide essential goods and services. (I.e. groceries, convenience stores, gas stations, pharmacies, banks, etc.
- Consider the need for a Volunteer Reception Center to receive volunteers, provide just in time training and deploy volunteers.
- Discuss with ESF 5 – Emergency Management the potential need for Donations Management. Implement the Kenton County Donations Management Plan if required.
- All requests for assistance from assets from outside Kenton County including Regional, Statewide Mutual Aid Agreement, Commonwealth of Kentucky, Emergency Management Assistance Compact (EMAC) and Federal assistance must be cleared through ESF 5 – Emergency Management.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



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**KENTON COUNTY, KENTUCKY  
EOC - SOG**

**TAB 1-5-12  
ESF 8 – PUBLIC HEALTH/MEDICAL CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist before Taking Action \*\*\*\***

**Responsibilities**

- Act as the ESF 8 Coordinator in accordance with National Incident Management System (NIMS) procedures.
- Establish communications with Health Department to coordinate the response to any Public Health concerns.
- Coordinate and manage the allocation of available public health and medical resources to support disaster medical and health operations in the affected area.
- Determine the medical and health impact of the event on the affected population. And provide information to EOC Operations Section Chief.
- Determine the impact on the public health and medical infrastructure, and ensure information is provided to the EOC Operations Section Chief.
- Coordinate the triage, treatment and transportation of injured victims to appropriate medical facilities.
- Evaluate and prioritize public health and medical requests from local responders based on criteria established by the Operations Section Chief, and determine appropriate response recommendations.
- Obtain public health and medical supplies and equipment through the Logistics Section in writing using a Resource Request Message.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Maintain the status of all unassigned public health and medical resources within Kenton County.
- Complete and maintain ESF 8 status reports for major incidents requiring or potentially requiring regional, state and federal response.
- Implement the appropriate EOC Action Plan objectives for ESF 8 - Public Health and Medical.

## **Activation Phase**

- Respond to the EOC.
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Determine level of staffing required for current operations as well as relief shifts.
- Open and maintain ESF 8 presence on WebEOC and initiate the use of ICS 214 logs.
- Set up the ESF 8 work area.
- Prepare the initial Public Health and Medical Situation Report (SITREP).
- Prepare objectives for ESF 8 and provide them to the Operations Section Chief prior to the Initial Planning Meeting.

## **Operational Phase**

- Ensure that ESF 8 posts significant events and actions to WebEOC, makes use of ICS 214 logs and maintains other necessary files. Ensure that ESF 8 status reports are prepared periodically.
- Maintain current status on Public Health and Medical operations being conducted within Kenton County. Continue to maintain status of Emergency medical operations including triage, treatment areas, casualty collection sites, patients transported.

- Determine the status of communications capabilities within your function and report information collected to ESF 2 – Communications.
- As soon as possible attempt to collect information which would provide the locations of and the actual or estimated number of casualties and fatalities which may be expected.
- Respond to requests for Public Health and Medical resources in coordination with the Logistics Section (ESF 7 Resource Support).
- Determine the status and availability of medical resources within Kenton County; specifically paramedics and ambulances.
- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims. If the Disaster Net is operational it will provide the best means to obtain this information,
- Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.
- Assist the ESF 9 - Search and Rescue Coordinator in providing for the triage and treatment of extricated victims.
- Initiate the collection of Continuity of Operations information to determine Kenton County's collective ability to provide Health and Medical services (EMS, Hospitals, Rehabilitation Centers, Urgent Care, Health Care Clinics, Nursing Homes, etc.) This should include review of the following:
  - \_\_\_\_\_ Conditions (including status of all utilities) and available capacity of hospitals, rehab centers, urgent care and other health care facilities.
  - \_\_\_\_\_ If a facility is operating on Emergency generator for electric power – What is the status of the fuel supply for the generator?
  - \_\_\_\_\_ If a facility is not operational – what plans do they have in place for caring for the patients currently in their care?
  - \_\_\_\_\_ Are there any patients at their facility who require immediate transport to another facility in order to sustain life?
  - \_\_\_\_\_ Over the next 72-96 hours – what are the most critical supplemental resources that these facilities believe will be needed to keep them operational?
  - \_\_\_\_\_ The status of EMS providers including transport ambulance services and air medical.
  - \_\_\_\_\_ The availability of medical and support staff personnel to continue essential Emergency medical and health operations.
  - \_\_\_\_\_ The ability of the County to handle a surge or sudden influx of casualties.
  - \_\_\_\_\_ Immediate equipment needs or supply concerns.

- Coordinate with the Logistics Section and ESF 5 – Emergency Management for health and medical resource needs which cannot be provided within Kenton County.
- Participate in Public Health and Medical interagency conference calls with regional, State and National entities.
- Monitor and support environmental and public health response operations at the local government level.
- If necessary work with the Health Department to dispatch teams to survey and test potable water systems and determine the status of potable water.
- Work with the Logistics Section and ESF 3/12 Infrastructure Management to support the acquisition of potable water or bottled water supplies as required.
- Work with ESF 3/12 – Infrastructure Management to assess the status of the sanitation system. Communicate with Sanitation Systems to inquire about their surveys and testing of sanitation systems.
- Consider the need for portable toilets and/or other temporary facilities for the disposal of human waste and other infected waste at incident sites, staging areas, shelters and other incident facilities for the disposal of human waste and other infected waste.
- Should shelters need to be opened work with ESF 6 – Mass Care and sheltering to contact the Health Department and arrange for them to conduct a survey of the shelter? Also verify that the Red Cross and Health Department are prepared to handle any functional needs persons in the shelter(s). This must be completed prior to any shelter opening.
- Coordinate with ESF 6 – Mass Care and Sheltering to meet public health and medical needs for sheltered populations.
- If necessary work with the Health Department to assess foodstuffs, drugs, and other consumables for purity and usability.
- If necessary work with the Health Department to develop and implement a vector control plan for the affected disaster area(s).
- Identify potential health hazards and work with the Health Department to take measures to eliminate or control the outbreak of communicable diseases.
- Ensure adequate environmental controls are initiated and maintained as required.

- Work with the Health Department to coordinate the mass distribution of medications and/or vaccines through Points of Distribution (PODs) that might be required in response to a public health Emergency.
- Address issues of those relying on home health care as well as other functional needs populations.
- Coordinate with the Medical Reserve Corps (MRC) via the Health Department to utilize health care volunteers if needed.
- Provide for mental health/crisis counseling services for those impacted by the incident and for Emergency responders. (American Red Cross, Local Clergy/Chaplains, Kentucky Community Crisis Response Board)
- Coordinate with ESF 1- Transportation for buses or other modes of transportation if required for large numbers of walking wounded.
- Coordinate with ESF 13 – Law Enforcement regarding security issues at hospitals and other health and medical locations.
- Coordinate with ESF 9 – Search and Rescue should large scale rescue operations require the development of procedures for transfer from SAR personnel to EMS.
- Coordinate with the Kenton County Coroner to ensure safe handling of any deceased; advise on any health-related problems associated with the storage and disposal of the human remains.
- Coordinate with ESF 7 – Resource Support regarding all equipment or supply needs. Use a Resource Request Message form for all resource requests.
- Coordinate with ESF 15 – Public Information and the Health Department regarding the release of health and medical information and advisories to the Public.
- Do not speak to the media. Ensure that public health and medical information updates are provided to ESF 15 Public Information. Refer all media inquiries to ESF 15.
- If you identify the need for assets from outside Kenton County (i.e. regional, State or Federal resources) coordinate with ESF 5 – Emergency Management.
- Ensure that ESF 8 objectives are identified and submitted to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.
- Ensure that public health information guidelines are issued to ESF 15 – Public Information for periodic media releases.

## **Demobilization Phase**

- Ensure that public health information guidelines are provided to ESF15 – Public Information for periodic media releases during the recovery phase.
- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-13  
ESF 9 SEARCH AND RESCUE CHECKLIST**

**\*\*\*\* Read This Entire Position Checklist before Taking Action \*\*\*\***

**Responsibilities**

1. Overall supervision of ESF 9 in accordance with National Incident Management System (NIMS) procedures.
2. Coordinate search and rescue operations within Kenton County.
3. Acquire additional resources through the Logistics Section as necessary.
1. Coordinate the mobilization and transportation of all resources through the Logistics Section.
5. Complete and maintain ESF 9 status reports on WebEOC for significant events and maintain status of unassigned resources.
6. Implement the objectives of the EOC Action Plan assigned to ESF 9 Search and Rescue.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

- Request resources in writing using a Resource Request Message form submitted to the Logistics Section.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for ESF 9 and provide them to the Operations Section Chief prior to the first Planning Meeting.

### **Operational Phase**

- Ensure that ESF 9 makes use of WebEOC, ICS Form 214 position logs and that other necessary files are maintained.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of ESF 9 operations periodically or as requested during the operational period.
- Maintain current status of Search and Rescue missions being conducted in Kenton County. Determine the potential or actual need for structural collapse rescue services.
- If multiple locations require structural collapse rescue services coordinate prioritization of the assignment of available SAR teams.
- If the County's resources for rescue are overwhelmed, discuss with ESF 5 – Emergency Management the possibility of requests for mutual aid assistance from neighboring jurisdictions, the State, other States (EMAC) or the Federal government.
- Consider the need for a Rescue staging area(s). Discuss with ESF 1 – Transportation to determine accessibility and ESF 13 – Law Enforcement for ingress and egress traffic and security concerns.
- Ensure that additional Search and Rescue resources are requested in writing on a Resource Request Message form submitted to the Logistics Section.
- Coordinate the provision of all other rescue services such as water rescue, search dogs, etc. All resource requests through ESF 7 – Resource Support.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any Emergency expenditures and daily time sheets).



- Coordinate the procedures for medical transfer/hand-off of rescued victims with ESF 8 – Health and Medical and ensure medical personnel are at all rescue sites to provide medical care for rescue personnel.
- Work with ESF 8 – Health and Medical to provide for mental health services for those performing search and rescue missions.
- Prepare objectives for the Search & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.
- Do not speak to the media. Refer all contacts with the media to ESF15 - Public Information.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, and branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-14**

**ESF 10 - HAZARDOUS MATERIALS CHECKLIST**

**\*\*\*\* Read This Entire Position Checklist before Taking Action \*\*\*\***

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**Responsibilities**

1. Supervise ESF 10 - Hazardous Materials in accordance with National Incident Management System (NIMS) procedures.
2. Determine the scope of hazardous materials incidents throughout Kenton County.
3. Assist in mobilizing hazardous materials response resources at the request of Field Incident Commanders or Departmental Operations Centers.
4. Provide hazardous materials support as required consistent with established priorities and objectives.
5. Ensure that deployed teams are provided with adequate support.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

**Operational Phase**

- Maintain the use of WebEOC, ICS 214 position logs and other appropriate files.
- Work closely with all Operations Section personnel to determine the nature and scope of all actual or potential hazmat incidents.
- Maintain situational awareness and assist with coordination of the response to all hazmat incidents in the County including those involving facilities and transportation.
- Make contact with all EHS facilities in the impacted area to determine their status and any actual or potential releases. Consider the need for further investigation by site visits should contact with the facility not be possible.
- Work with ESF 3/12 – Infrastructure Management and pipeline company representatives to determine the integrity of pipelines that travel through the County.
- Coordinate with ESF 4 – Firefighting to determine if they are aware of missions for Hazmat teams.
- Mobilize and deploy available Hazmat teams within Kenton County, in a manner consistent with established objectives.
- If multiple hazmat incidents are involved prioritize the response of available resources and determine the need for mutual aid.
- Establish reliable communication with all deployed Hazmat teams to determine the scope of support required. Report any problems to ESF 2 – Communications.
- Work closely with the Logistics Section to determine the status and availability of HazMat Response Teams within the region. Also consider if private sector resources may be of assistance.
- Request any necessary mutual aid and other additional resources in writing on ICS Form 214 submitted to the Logistics Section.
- Should the need for State or Federal assets (i.e. KY Environmental Protection – Environmental Response Team, National Guard - Civil Support Team, USEPA, Coast Guard etc.) be identified coordinate these requests with ESF 5 – Emergency Management and ESF 7 – Resource Support.
- Coordinate with ESF 3/12 Infrastructure Management to provide on-site assistance from Public Works if needed for Hazmat response.
- Coordinate with ESF 8 Public Health and Medical to determine medical facilities where victims of HazMat incidents can be transported following on scene

decontamination. Ensure that all medical facilities are notified of the incident and provided product information.

- Work closely with ESF 8 Public Health and Medical, and hospitals to address decontamination and medical care for contaminated and exposed patients upon their arrival at the hospitals.
- Coordinate with the Kenton County Coroner to provide on-site assistance in managing fatalities at Hazmat scenes.
- Monitor and track the progress and status of each HazMat team.
- Ensure that Incident Commanders or HazMat Team Leaders report all significant hazmat events to ESF 10 at the EOC.
- Assist in establishing facilities for HazMat teams through the Logistics Section, if not addressed by IC or a DOC.
- Ensure the provision of on scene medical care for Emergency responders performing hazmat response.
- Inform the ESF 4 – Firefighting Coordinator of all significant events.
- Do not communicate directly with the media. Reinforce with the field units the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities. Provide appropriate information to the ESF 15 – Public Information Coordinator for release to the media.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-15  
ESF 11 – AGRICULTURE CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Overall supervision of the ESF 11 in accordance with National Incident Management System (NIMS) procedures.
2. Establish and maintain communication with ESF 11 assets in the field or at Departmental Operations Centers (DOC) if activated.
3. Respond to requests for agricultural resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Determine the need for mutual aid resources and request from ESF 7 Resource Support and ESF 5 Emergency Management as necessary.
5. Coordinate the mobilization and transportation of all resources through ESF 7-Resource Support.
6. Monitor and track agricultural resources utilized during the event.
7. Provide general support to field personnel, as required.
8. Establish the use of WebEOC within ESF 11.
8. Complete and maintain ESF 11 status reports for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned operational resources in the region.
9. Implement the objectives of the EOC Action Plan assigned to ESF 11.
10. Overall supervision of the ESF 11 in accordance with National Incident Management System (NIMS) procedures.

**Activation Phase**

- Respond to the EOC.

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Based on the situation consider requesting additional personnel to staff ESF 11.
- Determine the need for mutual aid resources and request from ESF 7 Resource Support and ESF 5 Emergency Management as necessary.
- Prepare and submit a preliminary ESF 11 status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for ESF 11 and provide them to the Operations Section Chief prior to the first Planning Meeting.

### **Operational Phase**

- Ensure that ESF 11 makes use of WebEOC, ICS 214 position logs and that other necessary files are maintained.
- Assess the impact of the incident on the operational capability of agricultural assets.
- Maintain the current status of Agriculture related missions being conducted or required in Kenton County.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of Agricultural operations periodically or as requested during each operational period.
- On a regular basis, complete and maintain an ESF 11 Status Report.

- Work with Kenton County Animal Control to initiate the rescue, transport, shelter, identification and treatment of domesticated animals affected by the incident.
- Work with ESF 6 – Mass Care and Sheltering to determine if the desire to care for pets and livestock is preventing citizens from seeking appropriate shelter. Discuss with Kenton County Animal Control actions which may be taken to assist with animal care/sheltering.
- Identify the potential for contagious animal diseases and/or animal illnesses that could result due to the incident and recommend appropriate action to mitigate and/or treat them.
- If required, identify potential animal carcass disposal sites and methods of collection and disposal.
- Do not communicate with the media directly. Refer all contacts with the media to ESF 15 -Public Information.
- In coordination with ESF 15 – Public Information issue advisories regarding animal health and care following the incident.
- Ensure that appropriate staging areas are developed if needed and not addressed by Incident Commander(s) in the field.
- Receive and process agricultural resource requests from the field.
- Determine if there is a need for additional resources and request them in writing on a Resource Request Message form submitted to the Logistics Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any Emergency expenditures and daily time sheets).
- Prepare objectives for ESF 11 for the subsequent operations period; provide them to the Operations Section Chief no later than one hour prior to each EOC Planning Meeting.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, and branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.



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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-16  
ESF 13 - LAW ENFORCEMENT CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Supervise ESF 13 – Law Enforcement in accordance with National Incident Management System (NIMS) procedures.
2. Coordinate law enforcement and traffic control operations.
3. Assist with the movement of people and vehicles during evacuation operations.
4. Coordinate site security during incidents. Including incident location(s), EOC, Staging Areas, etc.
5. Coordinate Law Enforcement resource requests through the Logistics Section.
6. Assist the Kenton County Coroner as needed.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

- Establish and maintain communication with the Law Enforcement Branch Directors In the field or Departmental Operations Center(s) (DOC) if activated.
- Assess the impact of the disaster/event on the law enforcement resources within Kenton County.
- Based on the situation, activate the necessary staff and resources within ESF 13 - Law Enforcement:
- Request and coordinate mutual aid resources as necessary.
- Work with ESF 7 Resource Support and ESF 5 Emergency Management to request assets from outside the County.
- Provide an initial situation report to the Operations Section Chief.
- Prepare objectives for ESF 13 - Law Enforcement and provide them to the Operations Section Chief prior to the first Planning Meeting.

### **Operational Phase**

- Ensure that ESF 13 utilizes WebEOC and maintains ICS 214 position logs and other appropriate files.
- Obtain regular status reports on the law enforcement situation from the Law Enforcement Branch at the field level or Departmental Operations Center(s) if established.
- Maintain current status on Law Enforcement missions being conducted.
- Collect Continuity of Operations information for all law enforcement agencies in Kenton County to determine the County's collective ability to provide law enforcement operations. Consider: personnel, vehicles, equipment and facilities.
- Determine the status of communications within your function and report information collected to ESF 2 – Communications.
- Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Provide the Operations Section Chief and the Planning Section Chiefs with an overall summary of ESF 13 - Law Enforcement operations periodically or as requested during the operational period.
- Monitor and track law enforcement resources utilized during the event.

- On a regular basis, complete and maintain an ESF 13 - Law Enforcement Status Report.
- Provide general support to field personnel as required.
- Request that all law enforcement personnel perform an expedient damage and needs assessment in areas they are patrolling or responding to. This information should be reported back through their command structure to ESF 13 in the EOC. Share the information with ESF 5 – Emergency Management as it is collected. Focus on collecting the following:
  - \_\_\_\_\_ Status of Roads and Bridges
  - \_\_\_\_\_ Need for Search and Rescue assistance
  - \_\_\_\_\_ Areas with a significant number of injuries
  - \_\_\_\_\_ Status of Critical Facilities
  - \_\_\_\_\_ Status of Electric Power
  - \_\_\_\_\_ Significant threats to health and safety

Share all of this information with ESF 5 – Emergency Management and post to Web EOC as it is collected.

- Refer all contacts with the media to ESF 15 - Public Information. If ESF 13 has a need to disseminate critical public safety information it must be done through ESF 15 – Public Information.
- Determine need for Mutual Aid. Work with ESF 7 Resource Support and ESF 5 Emergency Management to request assets from outside the County.
- If Departmental Operations Center(s) are not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- In coordination with ESF 1 – Transportation establish a Traffic Management and Control plan based upon knowledge of the damage to A - Team/secondary roads and bridges.
- If not addressed at the Incident Command Post or Departmental Operations Center (DOC), ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- In conjunction with Planning Section, determine if current and forecasted weather conditions will affect law enforcement operations.
- If evacuation(s) are required assist all necessary ESFs with development and implement an evacuation plan. Coordinate with ESF 6 – Mass Care and Sheltering to determine suitable shelter locations for evacuated population.

- Provide for security of locations associated with incident response and management including but not limited to the following: EOC, Incident Command Post(s), Staging Areas, Inner/Outer Scene perimeters, hospitals, shelters, government facilities, and other locations as necessary.
- Secure impacted locations to prevent civil disorder, looting and other crimes.
- When law enforcement needs outpace available resources it will be necessary for ESF 13 to prioritize the use of available resources.
- If additional law enforcement resources are required work with ESF 5 – Emergency Management and ESF 7 – Resource Management to identify and request assistance.
- In coordination with ESF 7 – Resource Support identify refueling locations which are still operable or ask ESF 7 to establish a plan to provide fuel.
- If not already addressed establish a credentialing system for access to areas designated secure.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any Emergency expenditures and daily time sheets).
- Prepare objectives for ESF 13 for the subsequent operations periods; provide them to the Operations Section Chief no later than one hour prior to the next Planning Meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-17  
ESF 14 LONG TERM RECOVERY CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Supervise ESF 14 – Long Term Recovery in accordance with National Incident Management System (NIMS) procedures.
2. Collect initial damage assessment information from other ESF Coordinators.
3. Ensure that ESF 3 - Infrastructure Management establishes inspection teams to assess the condition of all public infrastructures within Kenton County.
4. Ensure that the Damage Assessment Team(s) are activated, briefed and deployed.
4. Provide detailed damage assessment information to the Planning Section, with any associated loss damage estimates.
5. Maintain detailed records on damaged areas and structures.
6. Coordinate with ESF 3 – Infrastructure Management to consider potential requests for additional resources such as engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival.
7. Brief all ESF Coordinators on the necessity of proper documentation of time and equipment and ensure that these instructions are passed to all Incident Commanders and Department Operations Center(s).

**Activation Phase**

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

## **Operational Phase**

- Post information as appropriate to WebEOC and maintain ICS 214 position logs and other necessary files.
- Obtain preliminary damage assessment information from the other ESFs including ESF 2 – Communications, ESF 4 Firefighting, ESF 13 - Law Enforcement, ESF 3 - Infrastructure Management, and others as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage assessment information.
- Activate Damage Assessment Teams and ensure that the Damage Assessment is completed.
- Prepare detailed damage assessment information, including estimated value of the losses, and provide to the Planning Section Chief and Emergency Management.
- Work with the Kenton County Building Inspector to make sure each structure and/or facility inspected is labeled/posted in accordance with appropriate standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate with ESF 3 to manage all requests for engineers and building inspectors from Emergency response agencies within Kenton County.
- Communicate all resource needs in writing using a Resource Request Message form submitted to the Logistics Section Chief.
- Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Kentucky Division of Emergency Management.
- Consider the need to work toward the recovery of vital records.
- Refer all contacts with the media to ESF 15 - Public Information.

## **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Transition out of the Emergent/response phase into recovery operations.

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-18  
ESF 15 - PUBLIC INFORMATION CHECKLIST**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Serve as the coordination point for all media releases for the Kenton County Emergency Operations Center (EOC). Represent the Kenton County EOC as the lead Public Information Officer (PIO). Supervise the ESF 15 – Public Information in accordance with National Incident Management System (NIMS) procedures.
2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases and media briefings with Public Information Officers representing other affected Emergency response agencies within the operational area(s).
4. Form a Joint Information Center (JIC) as needed and continue to coordinate with other PIO's to issue joint media releases and deliver joint media briefings.
5. Organize the format for media briefings in conjunction with Emergency Management.
6. Maintain a positive relationship with the media representatives.
7. The Kentucky Division of Emergency Management PIO will be located at the State EOC and will be responsible for responding to all questions regarding the Commonwealth's response and assistance.

**Activation Phase**

- Respond to the EOC
- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center



- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Determine staffing requirements for ESF 15 and make required personnel assignments as necessary.

### **Operational Phase**

- Maintain WebEOC postings and ICS Form 214 logs.
- Obtain policy guidance from the Emergency Management Director with regard to media releases.
- Remind Incident Commanders in the field and all EOC staff that all media contacts and releases must come from ESF 15 only.
- In cooperation with ESF 2 – Communications and ESF 3/12 – Infrastructure Management assess the ability of ESF 15 to provide critical public information through the various forms of electronic media (TV, radio, internet, etc.).
- If electronic media dissemination of public information is not possible, determine the best available means of disseminating critical information (consider all possible methods including distribution of flyers, public address on vehicles, door to door public information teams)
- Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of hand-out materials.
- Implement and maintain an overall information release program. Provide information on matters of priority for local government and Emergency response. Releases should also address issues of greatest public interest which may include but are not limited to:
  - \_\_\_\_\_ Road Closures
  - \_\_\_\_\_ Medical Care Issues
  - \_\_\_\_\_ Shelter and Mass Care locations (if established)
  - \_\_\_\_\_ Points of Distribution (if established for distribution of critical items  
Such as food, water, medicines etc.)

- \_\_\_\_\_ Food and Water safety and quality
- \_\_\_\_\_ Health and Safety issues
- \_\_\_\_\_ Search and Rescue efforts (if applicable)
- \_\_\_\_\_ Power Outages and Restoration efforts
- \_\_\_\_\_ Telephone service status (land line and cellular)
- \_\_\_\_\_ Personal and Home safety
- \_\_\_\_\_ Evacuation instructions if necessary
- \_\_\_\_\_ Shelter in Place Instructions if necessary
- \_\_\_\_\_ Providers of critical supplies that are open for business (groceries, Gas stations, pharmacies, banks, etc.)
- \_\_\_\_\_ Status of overall response efforts and how/where to get help

- If necessary establish a Media Briefing location outside of the EOC and provide for the necessary space, materials, and electrical power. This will help ensure that the EOC is able to operate without interruption from the media.
- Expand to a Joint Information Center (JIC) if necessary and continue to coordinate with other PIO's (including State and Federal if present) to issue joint media releases and deliver joint media briefings. See Kenton County JIC Plan.
- Interact with other ESFs to provide and obtain information relative to public information operations.
- Upon request from Emergency Management develop content for county Emergency Alert System (EAS) releases. Monitor EAS releases, as necessary.
- Keep the Emergency Management Director advised of all unusual requests for information and of all significant critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- In coordination with other ESFs and as approved by the Emergency Management Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- If necessary, prepare statements/briefings for Chief Elected Officials/ and EOC Staff. Provide other assistance as necessary to facilitate their participation in media briefings if required.
- Ensure that a rumor control function is established to correct false or erroneous information. If necessary establish an information/rumor control phone number(s) for the public.
- When possible ensure that adequate staff is available at incident sites to coordinate and conduct appropriate and safe tours of the impacted areas.

- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, Emergency information, and materials are translated and prepared for special needs populations (non-English speaking, hearing impaired, etc.).
- Monitor all media outlets and use this information to develop follow-up news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all releases to the Emergency Management Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

### **Demobilization Phase**

- Prepare media releases and advise media representatives of points-of-contact for follow-up stories.
- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC – SOG**

**TAB 1-5-19  
LIAISON OFFICER**

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**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Oversee all liaison activities in accordance with National Incident Management System (NIMS) procedures, including coordinating outside agency representatives assigned to the Kenton County EOC and handling requests from other EOC's for Kenton County EOC to provide representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to agency representatives upon check-in.
4. In conjunction with the Emergency Management Director, provide orientations for VIPs and other visitors to the EOC.
5. Ensure that deactivation is accomplished when directed by the Emergency Management Director.

**Activation Phase**

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

### **Operational Phase**

- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC,
  - Understand their assigned functions,
  - Know their work locations,
  - Understand Kenton County EOC organization and floor plan.
- Determine if additional agency representation is required from:
  - Other agencies,
  - Volunteer organizations,
  - Private organizations,
  - Utilities not already represented.
- In conjunction with the Emergency Management Director establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the Emergency Management Director in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the Emergency Management Director, provide agency representatives from the Kenton County EOC to other EOC's, as required and requested.
- Maintain a roster of agency representatives located at the EOC. Roster should include the assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

### **Demobilization Phase**

- Release agency representatives that are no longer required in the EOC when authorized by the Emergency Management Director.
- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC - SOG**

**TAB 1-5-20  
CORONER CHECKLIST**

---

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

**Responsibilities**

1. Supervise the Coroner's staff and any mutual aid resources through ESF 8 in accordance with National Incident Management System (NIMS) procedures.
2. Coordinate through ESF 8 – Public Health/Medical all resource requests for the collection, identification, and disposition of human remains.
3. Establish and operate any temporary morgue facilities and maintain detailed records of fatalities.

**Activation Phase**

- Sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

**Operational Phase Actions**

- Post pertinent information on WebEOC
- Maintain an ICS 214 position log and other appropriate forms and files.

- Work with ESF 13 Law Enforcement to ensure that locations where fatalities are discovered are secured.
- Ensure that fatality collection points are established and secured as necessary.
- Ensure that temporary morgue facilities are established.
- Request additional resources in writing using the Resource Request Message through ESF 7 – Resource Support and Emergency Management as required.
- Procure, through ESF 7, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Ensure that qualified personnel are monitoring the collection and tagging of remains.
- Coordinate with the ESF 9 - Search & Rescue to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to morgue(s).
- Ensure that remains are identified and notifications are made to next of kin.
- Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.
- Inform the ESF 8 Public Health and Medical Coordinator of Coroners activities on a regular basis.
- Inform the ESF 13 - Law Enforcement Coordinator and ESF 15 - Public Information of the number of confirmed fatalities resulting from the disaster or event.
- Ensure that all media contacts are referred to ESF 15 - Public Information.

### **Demobilization Phase**

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.



- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

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**KENTON COUNTY, KENTUCKY  
EOC SOG**

**TAB 1-5-21  
EMERGENCY OPERATIONS CENTER SUPPORT STAFF CHECKLIST**

---

**\*\*\*\* Read This Entire Position Checklist before Taking Any Action \*\*\*\***

**Responsibilities**

1. Serve in/as the specific role requested. Be prepared to assist in roles outside of specific title within your organization.
2. Establish the appropriate staffing level for the Kenton County Emergency Operations Center and continuously monitor effectiveness, ensuring that appropriate modifications occur as required.
3. Kenton County Homeland Security Emergency Management will need to utilize County/City employees, to help with the successful operation of the Emergency Operation Center (EOC) during activations. Positions include security, document runners, data entry work, Information Technology (IT) staff, call takers, journal writers, and call down support and management work. EOC support staff will be assigned to assist an EOC section or branch. The atmosphere may become fast-paced and require multi-tasking. Office and computer skills are necessary. Strong organizational, communication and problem solving skills are necessary.
4. Ensure that inter-agency coordination is accomplished effectively within the Kenton County EOC.

**Activation Phase**

- Respond immediately to the EOC site and determine operational status.
- If necessary divert EOC staff to an alternate EOC location
- Initiate and sign in on the EOC personnel log.
- Set up your workstation and review your position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.
- Obtain briefings from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC security and check-in procedure is established immediately.
- Work with ESF 2 – Communications to ensure that communications with Emergency response agencies and other necessary parties are established and functioning.
- Assist with Situation Reports (SITREP) is prepared for Chief Elected Officials, Section Chiefs, ESF Coordinators and the Kentucky Division of Emergency Management.
- Confer with the EOC Staff to determine what agency representatives may be needed at the EOC.
- Assign a Liaison Officer to coordinate outside agency response to the Kenton County EOC.

### **Operational Phase**

- Monitor EOC activities to ensure that all appropriate actions are being taken.
- Ensure that all ESFs determine the current capabilities of their function and consider Continuity of Operations: Personnel, Equipment, Facilities, overall ability to carry out their function.
- Assist where required in the establishment or support of Incident Management for the response at all levels consistent with the National Incident Management System (NIMS). Ensure that Incident Action Plans are being developed for the field response(s) and being forwarded to the EOC.
- Based on current status reports establish initial strategic objectives for the Kenton County EOC.
- Participate in the Initial EOC Planning Meeting.
- Attend regular briefings for the Chief Elected Officials or their representatives and issue SITREPs at regular intervals. Suggested SITREP times are 07:00, 12:00, 17:00 and 22:00. SITREPS should also be provided to the KyEM Area 6 Manager and to the Commonwealth Emergency Operations Center (CEOC) (this can be done via WebEOC if it is operational)

- In coordination with ESF 7 – Resource Management identify and request any State and/or Federal supplemental resources needed.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase**

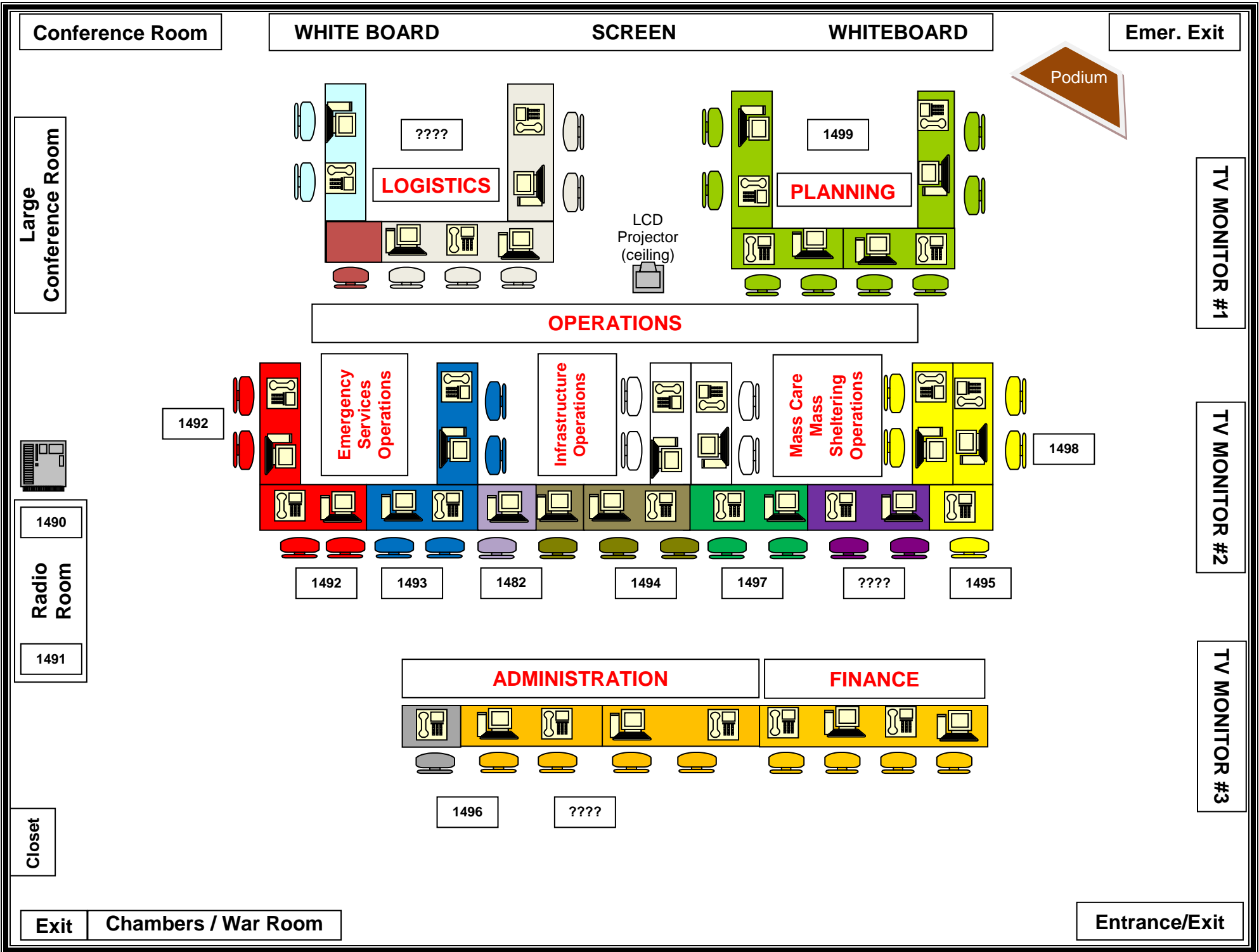
- Authorize deactivation of your specific sections, branches, and units when they are no longer required.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Brief EOC Staff on the need to prepare for the After-Action Review and development of an Improvement Plan.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

**ANNEX A  
EOC FLOOR PLAN**

# **FLOOR PLAN OF EOC ON NEXT PAGE**

**ANNEX A  
PRIMARY KENTON COUNTY EOC  
LAYOUT**

<b>ESF 13 Law Enforcement</b>	<b>ESF 6 Mass Care &amp; Mass Sheltering</b>	<b>EOC Manager / Support Staff ESF 5 Emergency Management</b>
<b>ESF 4 Firefighting ESF 10 Hazardous Materials</b>	<b>ESF 1 Transportation ESF 11 Agriculture</b>	<b>Logistics Section</b>
<b>ESF 5 Emergency Management ESF 14 Long Term Recovery</b>	<b>ESF 7 Resource Management</b>	
<b>ESF 2 Communications</b>	<b>Administration / Finance Section</b>	
<b>ESF 8 Health &amp; Medical</b>	<b>ESF 15 Public Information</b>	
<b>ESF 12 Infrastructure Management</b>	<b>ESF 9 Search &amp; Rescue</b>	



**ANNEX B**  
**COMMUNICATION AND MESSAGE PROCEDURE**

**MESSAGES**

A. Incoming

1. Record incoming significant messages in WebEOC or if unavailable on the Situation Report Form, Assistance Request Form, or Damage Assessment Report (Appendices C-1, C-2, and C-3).
2. Incoming messages that do not call for a response and only state facts will be recorded in WebEOC as a status report or on the Situation Report Form. (Appendix C-1)
3. Incoming messages that ask for help or assistance will be sent to the appropriate ESF via WebEOC or if WebEOC is unavailable be forwarded on the Assistance Request Form. (Appendix C-2)
4. The ESF 2 - Communications Coordinator will ensure all incoming messages are recorded in the Message Log (Appendix C-4).
5. After recording the message in the Message Log, the Communications Coordinator will send the message onto the appropriate party. If uncertain who to forward to the Communications Coordinator shall forward the message on to the EOC Manager for assignment to the correct Section Chief, ESF Coordinator or other staff member who can respond to the request or post the situation report.

B. Outgoing

1. ESF Coordinators will record the essence of important telephone conversations on their ICS 214 Form and when significant information is obtained will record the information in WebEOC. Should a request for assistance be received forward the request to the appropriate ESF and copy ESF 5 – Emergency Management? If WebEOC is not available use the Assistance Request Form and include information regarding the solution of the problem in the Action Taken section. Upon filling out the Action Taken Section the form will be returned to the EOC Manager.
2. If a radio message must be sent forward the message to ESF 2 via WebEOC or use the Emergency Communications Request Form (Appendix C-5) must be filled out and given to ESF 2 Communications along with any other appropriate forms. (i.e. Assistance Request Form, Situation Report Form)

3. The EOC Manager must review and approve all outgoing messages before they are sent and if necessary forward it to the KyEM Area 6 Manager and/or KY State EOC before ESF 2 - Communications sends the message.
4. ESF 2 – Communications will forward the message to the appropriate radio operator and record the message in the Message Log
5. Upon the successful transmission of the message, the Communications Coordinator will inform the EOC Manager or the originator of the message. If, within 20 minutes of the Communications Coordinator receiving the message it has been impossible to transmit the message, the EOC Manager and the message originator will be informed of this fact.

### ASSISTANCE REQUEST MESSAGE

#### C. Incoming

1. Radio Operator or other recipient will enter request for assistance information in WebEOC via a message to the appropriate ESF with a copy to ESF 5 – Emergency Management. If WebEOC is not available the Assistance Request Form will be used. (Appendix C-2)
2. Upon filling out Assistance Request Form, route it to the Communications Coordinator for entry into the Message Log.
3. After entry into the Message Log, the Communications Coordinator will forward the Assistance Request Form to the EOC Manager.
4. The EOC Manager will analyze the request for help and route the Assistance Request Form to appropriate ESF Coordinator, and if necessary, to Web EOC and any status board(s).
5. Upon receipt of the Assistance Request Form the ESF Coordinator will be responsible for taking appropriate actions to address the request set forth on the Assistance Request Form.

#### D. Outgoing

1. After addressing the request, the ESF Coordinator will respond via WebEOC or if unavailable fill out the Action Taken Section of the Assistance Request Form and route to the EOC Manager. If any message must be sent out over the radio, forward to ESF 2 – Communications via WebEOC or if unavailable fill out the necessary Emergency Communications Request Form.
2. EOC Manager will monitor requests for assistance to ensure that the action taken by the ESF Coordinator(s) either meets the aid requested or the



- request is denied for valid reason(s).
3. EOC Manager will route handwritten Assistance Request Forms as appropriate to:
    - a. Communications Coordinator
    - b. Status Board(s)
  4. ESF 2 - Communications, on receiving a handwritten Assistance Request Form from the EOC Manager, will enter it onto the Message Log and then forward it to the Radio Operator for dispatch to the field.
  5. Upon successfully forwarding a radio transmission message, the Radio Operator will inform the Communications Coordinator who will then inform sender.

## SITUATION REPORTS

### E. Incoming

1. Radio Operator or other recipient will enter important messages that do not request assistance into WebEOC or if unavailable use the Situation Report Form. (Appendix C-1)
2. Upon filling out the Situation Report Form, route it to the Communications Coordinator for entry into the Message Log.
3. After entry into the Message Log, the Communications Coordinator will forward the Situation Report to the EOC Manager.
4. The EOC Manager will analyze the Situation Report and route the Situation Report, if appropriate, to:
  - a. Status Board(s)
  - b. Appropriate EOC Staff
5. The EOC Manager, upon return of the message will provide the documents to the Planning Section to be filed for future reference.

### F. Outgoing

1. The EOC Manager and or EOC Staff, based upon their assessment of the situation, may originate situation reports to keep field and/or EOC personnel advised of the current situation.

2. Situation Reports will be routed to ESF 2 - Communications.
  3. ESF 2 – Communications will enter the Situation Report in the Message Log, make a WebEOC entry or fill out any necessary message form and if requested forward it to the Radio Operator to be relayed to field personnel.
- G. If EOC Staff learns of a situation that should be brought to the attention of the EOC during the course of a telephone conversation or Email they will record the information in their ICS form 214, make an entry in WebEOC or if WebEOC is unavailable fill out a Situation Report and route it to ESF 2 - Communications.

#### APPENDICES

- B-1 Situation Report Form
- B-2 Assistance Request Form
- B-3 Initial Damage Assessment Form
- B-4 Message Log Form
- B-5 Emergency Communications Request Form





**APPENDIX B-3  
INITIAL DAMAGE ASSESSMENT FORM**

KyEM 24 Hour Phone No.: 1-800-255-2587

**INITIAL DAMAGE ASSESSMENT REPORT**

1 ) D A T E \_\_\_\_\_ 2) POLITICAL SUBDIVISION \_\_\_\_\_  
3) REPORTING OFFICIAL \_\_\_\_\_ 4) PHONE NUMBER \_\_\_\_\_

**SUMMARY OF CASUALTIES**

NUMBER OF:  
5 ) D E A D \_\_\_\_\_ 6)EVACUATED \_\_\_\_\_  
7 ) M I S S I N G \_\_\_\_\_ 8)SHELTERED \_\_\_\_\_  
9)HOSPITALIZED \_\_\_\_\_ 10) FAMILIES REQUIRING TEMPORARY HOUSING \_\_\_\_\_  
RESIDENCES

11) DESTROYED \_\_\_\_\_ 12) UNINHABITABLE \_\_\_\_\_ 13) DAMAGED (HABITABLE) \_\_\_\_\_  
NUMBER OF HOSPITALS

14) DAMAGED BUT USABLE \_\_\_\_\_ 15)NOT SERVICEABLE \_\_\_\_\_

**UTILITIES**

16) WATER SYSTEMS \_\_\_\_\_ 17)ELECTRICAL SYSTEMS \_\_\_\_\_  
18) SEWER SYSTEMS \_\_\_\_\_ 19) NATURAL GAS SYSTEMS \_\_\_\_\_

**DAMS AND LEVEES**

20) DESTROYED \_\_\_\_\_ 21)DAMAGED \_\_\_\_\_ 22)THREATENED \_\_\_\_\_  
PUBLIC BUILDINGS

23) D A M A G E D \_\_\_\_\_ 24)DESTROYED \_\_\_\_\_  
ROADS AND BRIDGES

25) ROADS/STREETS DAMAGED \_\_\_\_\_ 26) ROADS/ STREETS BLOCKED \_\_\_\_\_  
27) BRIDGES DAMAGES/USABLE \_\_\_\_\_ 28) BRIDGES DAMAGED/UNUSABLE \_\_\_\_\_  
29) IMMINENT THREATS OR HAZARDS \_\_\_\_\_

**GENERAL SITUATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSTRUCTIONS

The purpose of this form is to expedite procedures for local government in reporting damages to the Kentucky Division of Emergency Management. When calling the State Emergency Operations Center while using this form, just say "Assessment Report" prior to giving the information.

- Block 1: Date – Enter current date.
- Block 2: Political Subdivision - Give name of the County and City(s), which are included in the report.
- Block 3: Reporting Official - Name of person calling in report. Should be the County Judge, City Mayor, HSEM Director or Damage Assessment Team Leader.
- Block 4: Phone Number - Number at which the person making the report can be reached if further information is needed.
- Block 5: Dead - Number of confirmed dead due to the disaster or Emergency.
- Block 6: Evacuated - Number of persons evacuated from the affected area.
- Block 7: Missing - Number of persons who cannot be accounted for due to the disaster or Emergency.
- Block 8: Sheltered - Number of persons being fed and sheltered in group shelters.
- Block 9: Hospitalized - Number of persons hospitalized by injury or sickness caused by the specific disaster or Emergency.
- Block 10: Individuals and families requiring temporary housing - Estimated number of individuals and families needing temporary housing due to damages caused by the disaster or Emergency.
- Block 11: Residences Destroyed - Number of homes/mobile homes that are beyond repair.
- Block 12: Residence uninhabitable - Number of homes/mobile homes which are damaged and not usable at present time, but can be repaired.
- Block 13: Residences Damaged (Habitable) - Number of homes/mobile homes damaged but livable by occupants while being repaired.
- Block 14: Hospitals Damaged - Number of hospitals which sustained damage but can still render services to patients.
- Block 15: Hospitals Not Serviceable - Number of hospitals which can no longer provide services to patients due to damages.
- Block 16: Water Systems - Number of those systems receiving damages or destroyed. (If possible, include estimated number of people affected.)
- Block 17: Electrical Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
- Block 18: Sewer Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
- Block 19: Natural Gas Systems - Number of those systems damaged or destroyed. (If possible, include number of people affected.)
- Block 20: Dams Destroyed - Number of dams/levees that have been breached due to the disaster. (Give location if possible.)
- Block 21: Dams Damaged - Number of dams/levees that have received damage but are still stable. (Give location if possible.)
- Block 22: Dams Threatened - Number of dams/levees that have been topped, have cracks or are close to being breached. (Give location if possible.)
- Block 23: Public Buildings Damaged - Courthouses, Schools, etc. that received damage to building and/or contents.
- Block 24: Public Buildings Destroyed - Courthouses, Libraries, Schools, etc., which are completely destroyed.
- Block 25: Roads/Streets Damaged - Number (and miles if possible) of roads damaged but passable.
- Block 26: Roads/Streets Blocked - Number of roads that are impassable due to damage or debris.
- Block 27: Bridges Damaged/Usable - Number of bridges damaged but usable with caution.
- Block 28: Bridges Damaged/Unusable - Number of bridges that are destroyed or determined unsafe for use.
- Block 29: Imminent Threats or Hazards - Any information about existing or developing situations that could pose a threat or hazard to the public.

General Situation: Provide any additional information deemed necessary specifying:

1. What is the situation?
2. What you are doing to respond to the situation?
3. What assistance from state resources is needed?
4. What are priority problems?







## **ANNEX C EOC RECOVERY PHASE**

The recovery phase overlaps with the response phase of an event, therefore the recovery phase begins in the EOC and will continue long after the EOC has been closed.

### Initial Assessment

1. Damage Assessment Coordinator set up work station in EOC
2. DA Coordinator Communicate establish a reporting schedule for the field units to report damages back to the EOC
3. DA Coordinator document Individual and Public damages reported by field units and damages called in by the citizens
4. DA Coordinator communicate with all county and city government offices that may receive reports of damages on proper use of Local Government Damage Assessment Telephone Report (See Appendix C-3).
5. DA Assessment Coordinator will activate the damage assessment team after consultation with the HSEM Director to determine when the Emergency phase is over and the door to door type of damage assessment can begin
6. DA Coordinator will brief the teams on proper completion of the damage assessment forms for individual and public damages
7. DA Coordinator will collate and provide only damage assessment forms for individual and public assistance form to the HSEM Director.

### Appendix C-1

<b>INDIVIDUAL ASSISTANCE DAMAGE SURVEY REPORT</b>		City: _____		County: _____		Date: _____															
		Type of Damage: <input type="checkbox"/> Tornado <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Other: _____		Damage Survey Team: _____																	
Street, Road or Area	Name of Family	Home		Type			Status		Affected Habitable	Uninhabitable				Water Depth			Est. Income			% Insured	
		Prin.	Sec.	SF	MF	MH	Own	Rent		Min.	Maj.	Dest.	Isolated No Util.	Base-ment	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Low	Med	High		

**MH's (built before 1977)**

- Affected: Received some damage but living unit is still habitable (0 - 6 inches).
- Minor: Damaged and uninhabitable but may be made habitable with minimal repairs (6 inches - 1 foot).
- Major: Damaged and uninhabitable, extensive repairs needed (2 - 4 feet).
- Destroyed: Total loss or damaged to such an extent that repairs are not feasible (over 4 feet).

**Homes or (MH's built after 1977)**

- Affected: Received some damage but living unit is still habitable (0 - 1 foot).
- Minor: Damaged and uninhabitable but may be made habitable with minimal repairs (1 - 3 feet).
- Major: Damaged and uninhabitable, extensive repairs needed (3 - 4 feet).
- Destroyed: Total loss or damaged to such an extent that repairs are not feasible (over 5 feet).



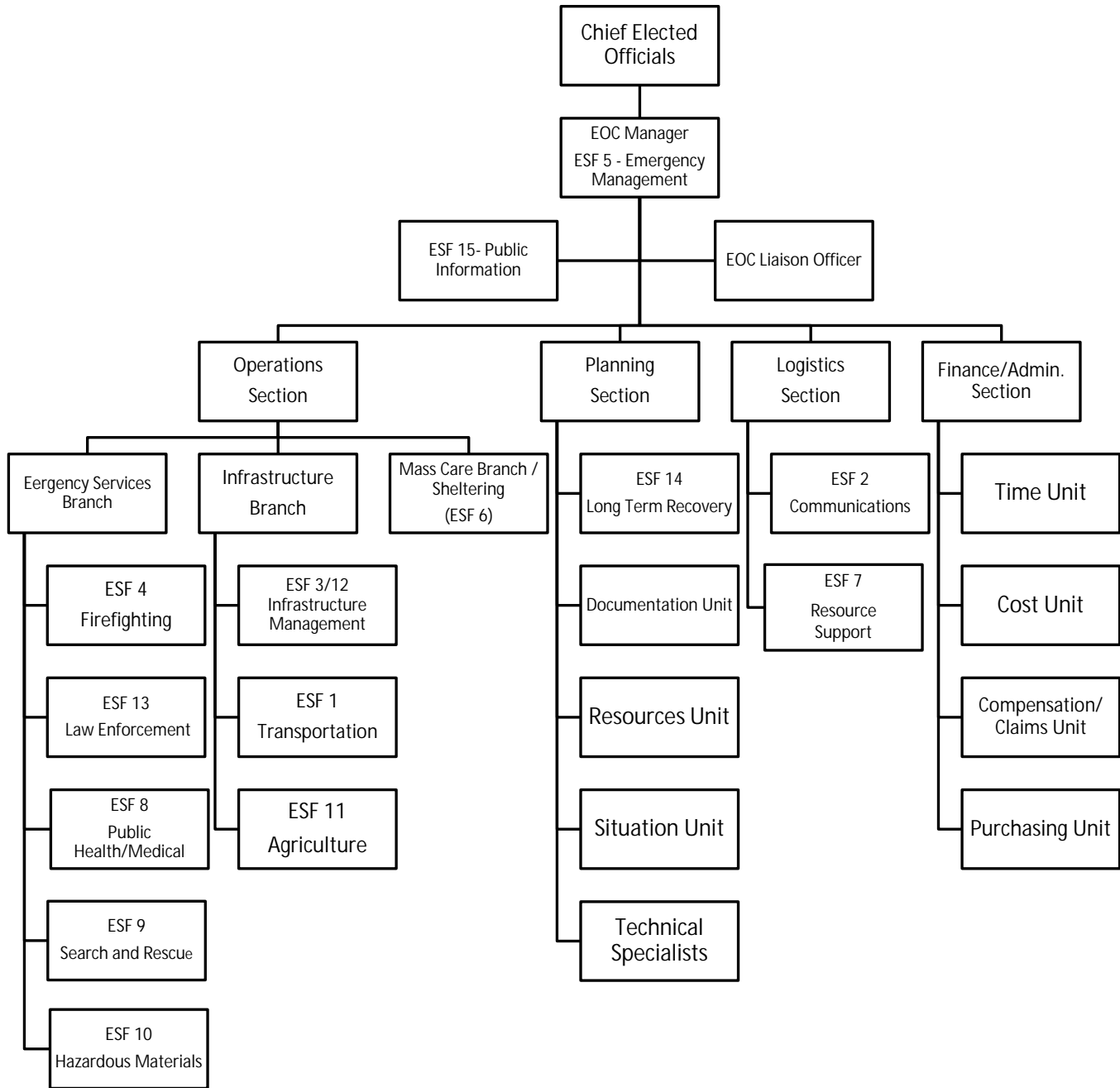
**Appendix C-3**

**LOCAL GOVERNMENT DAMAGE ASSESSMENT –  
TELEPHONE REPORT**

<b>1. CALLER NAME</b>			<b>2. PROPERTY ADDRESS (include apt. no; zip code)</b>			
<b>3. TELEPHONE NUMBER</b>			<b>4. TYPE OF PROPERTY</b>	<b>5. OWNERSHIP</b>		
Home	Work	Cell			<input type="checkbox"/> Single Family	<input type="checkbox"/> Own
					<input type="checkbox"/> Multi-Family (usually Apts.)	<input type="checkbox"/> Rent
Best time to call	Best number to use		<input type="checkbox"/> Business	<input type="checkbox"/> Lease (business only)		
			<input type="checkbox"/> Check here if residence is a vacation home—not a A - Team residence			
<b>6. CONSTRUCTION TYPE</b>						
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other						
<b>7. TYPE OF INSURANCE</b>						
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None						
<b>8. DAMAGES (Check all that apply)</b>						
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No   Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No   Electricity <input type="checkbox"/> On <input type="checkbox"/> Off   Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off						
Roof Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No   Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No   Windows <input type="checkbox"/> Yes <input type="checkbox"/> No   Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK						
Major Appliances: <input type="checkbox"/> Yes <input type="checkbox"/> No   Basement Flooding <input type="checkbox"/> Yes - Depth____Feet   Furnace <input type="checkbox"/> Yes <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/> Bedroom						
<b>9. SOURCE OF DAMAGES</b>						
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado   Other <input type="checkbox"/>						
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable						
<b>11. CALLER'S ESTIMATE OF DAMAGES</b>						
REPAIRS		CONTENTS		TOTAL		
\$		\$		\$		
<b>12. COMMENTS</b>						



## ANNEX E EOC STAFFING/ORGANIZATIONAL CHART



**ANNEX F  
KENTON COUNTY EOC TELEPHONE ASSIGNMENT LIST**

<b>A - Team EOC Function</b>	<b>EOC phone</b>	<b>Fax</b>
<b>Emergency Management</b>	<b>859-392-1492</b>	<b>859-392-1489</b>
<b>Operations Section</b>	<b>859-392-1499</b>	<b>859-392-1489</b>
<b>Operations Section Secondary</b>	<b>859-392-1493</b>	<b>859-392-1489</b>
<b>Planning Section</b>	<b>859-392-1498</b>	<b>859-392-1489</b>
<b>Finance Section</b>	<b>859-392-1497</b>	<b>859-392-1489</b>
<b>ESF 1 Transportation</b>	<b>859-392-1494</b>	<b>859-392-1489</b>
<b>ESF 2 – Communications</b>	<b>859-392-1490</b>	<b>859-392-1489</b>
<b>ESF 3/12 – Infrastructure Management</b>	<b>859-392-1493</b>	<b>859-392-1489</b>
<b>ESF 4 - Firefighting</b>	<b>859-392-1493</b>	<b>859-392-1489</b>
<b>ESF 5 - Emergency Management</b>	<b>859-392-1492</b>	<b>859-392-1489</b>
<b>ESF 6 - Mass Care and Sheltering</b>	<b>859-392-1495</b>	<b>859-392-1489</b>
<b>ESF 7 – Resource Support</b>	<b>859-392-1492</b>	<b>859-392-1489</b>
<b>ESF 8 - Public Health/Medical</b>	<b>859-392-1495</b>	<b>859-392-1489</b>
<b>ESF 9 – Search and Rescue</b>	<b>859-392-1495</b>	<b>859-392-1489</b>
<b>ESF 10 – Hazardous Materials</b>	<b>859-392-1493</b>	<b>859-392-1489</b>
<b>ESF 11 – Agriculture</b>	<b>859-392-1494</b>	<b>859-392-1489</b>
<b>ESF 13 - Law Enforcement</b>	<b>859-392-1494</b>	<b>859-392-1489</b>
<b>ESF 14 – Long Term Recovery</b>	<b>859-392-1492</b>	<b>859-392-1489</b>
<b>ESF 15 - Public Information</b>	<b>859-392-1496</b>	<b>859-392-1489</b>

**Secondary EOC**

EOC phone – ( )

Fax ( )

**Emergency Management**

**Operations Section**

**Planning Section**

**Finance Section**

**ESF 1 Transportation**

**ESF 2 - Communications**

**ESF 3/12 – Infrastructure Management**

**ESF 4 - Firefighting**

**ESF 5 - Emergency Management**

**ESF 6 - Mass Care and Sheltering**

**ESF 7 – Resource Support**

**ESF 8 - Public Health/ Medical**

**ESF 9 – Search and Rescue**

**ESF 10 – Hazardous Materials**

**ESF 11 – Agriculture**

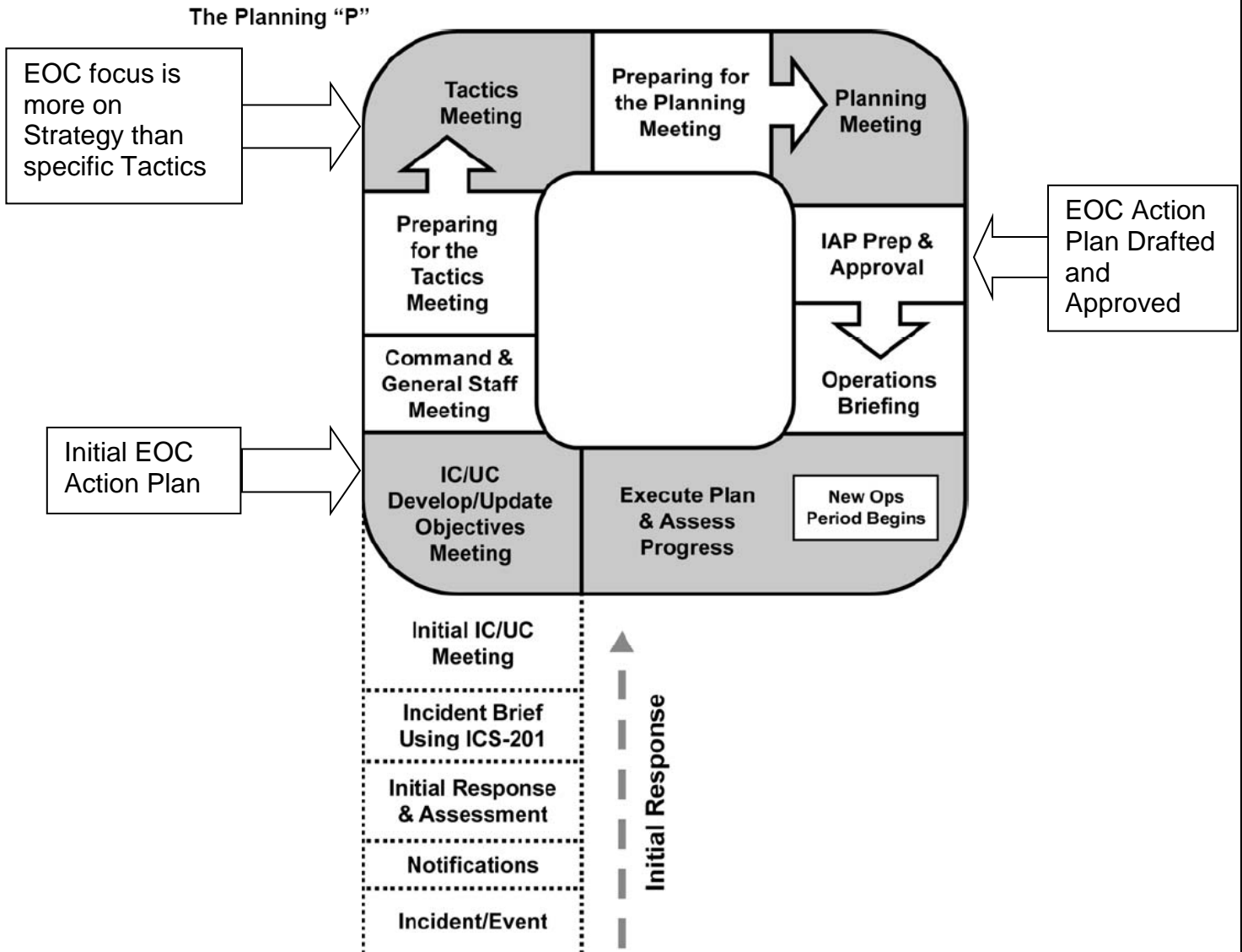
**ESF 13 - Law Enforcement**

**ESF 14 – Long Term Recovery**

**ESF 15 - Public Information**



## ANNEX G EOC PLANNING PROCESS



- The Planning "P" is a guide to the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.
- At the top of the leg of the "P" is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

## RESPONSIBILITIES

- HSEM Director/EOC Manager – Conducts the Initial EOC Planning Meeting and then ensures that future EOC Planning Meetings are conducted in the EOC.
- Planning Section Chief – Has direct responsibility for the EOC planning process. Conducts the EOC Planning Meetings and prepares or assigns staff to prepare the EOC Action Plan. Distributes and archives the EOC Action Plan

## PURPOSE OF EOC PLANNING PROCESS

- Establishes direction and priorities for the EOC in the form of overall objectives.
- Establishes operational objectives for the EOC and allows for tracking and analysis of progress.
- Establishes the Operational Period (time frame usually 8 or 12 hours)
- Provides for accountability and reduces the likelihood of duplication of effort.
- Valuable documentation of incident history for further planning and After Action Reviews/Reports.

## INITIAL EOC ACTION PLAN

The initial EOC Action Plan is brief. It may be a verbal plan and is put together within the first hour after EOC activation. The HSEM Director/EOC Manager conducts this initial Planning Meeting.

The HSEM Director reviews the initial situation immediately upon activation of the EOC and meets with available EOC staff to establish overall (broad) objectives to serve as Initial priorities for EOC operations.

Initial overall objectives generally include at least the following: 1) Mitigate Life threatening situations. 2) Prepare a detailed situation report. 3) Mobilize additional EOC staff as required.

The first formal EOC Action Planning Meeting is scheduled as soon as the appropriate staff is available but no later than two (2) hours prior to the end of the first operational period.

The Operations Section Chief is instructed to conduct an EOC Strategy/Tactics Meeting.

All Section Chiefs in cooperation with the ESF Coordinators are directed to prepare their operational objectives and be prepared to present them at the first EOC Action Planning Meeting.

## EOC STRATEGY/TACTICS MEETING

The purpose of the EOC Strategy/Tactics Meeting is to review the strategy and tactics developed by the Operations Section Chief. The focus should be “big picture” and this meeting is not intended to replace tactics meetings in the field. The review of strategy and tactics includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the strategy/tactics.
- Identify methods for monitoring strategy/tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

The Operations Section Chief, Logistics Section Chief, and if staffed the Planning Section’s Resource Unit attend the Strategy/Tactics Meeting. The Operations Section Chief leads the Strategy/Tactics Meeting.

The ICS Forms 215, Operational Planning Worksheet is used to document the Strategy/Tactics Meeting.

Resource assignments will be made for each of the specific tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the strategy and tactical operations desired for the operational period. If the required resources will not be available, then an adjustment should be made to the assignments being planned for the Operational Period. It is very important that resource availability and other needed support be determined prior to spending a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

## PREPARING FOR THE EOC PLANNING MEETING

The EOC Planning Meeting should be scheduled no later than two (2) hours before the end of each operational period.

Preparation for the EOC Planning Meeting is of critical importance. The meeting must remain focused on objectives and is generally not the place to discuss strategy or tactics.

All Section Chiefs and ESF Coordinators should review the current EOC Action Plan. ESF Coordinators should provide their objectives for the next operational period to their Section Chief no later than one hour prior to each EOC Planning Meeting. Section Chiefs should prepare their Section’s objectives and be ready to present them at the EOC Planning Meeting. The Section Chiefs should also be prepared to update their progress and completion estimates for assigned objectives.

#### Who Should Attend the EOC Planning Meeting?

- Planning Section Chief (conducts meeting)
- EOC Manager
- PIO
- Liaison Officer (if in place)
- Section Chiefs
- Possibly ESF Coordinators or other staff as needed to adequately discuss and commit to objectives.

The Planning Section Chief obtains from EOC Management and Section Chiefs all objectives to be addressed at the meeting and a copy of the current Situation Report.

#### EOC PLANNING MEETING

The EOC Planning Meeting should generally not be a complex or time consuming process. Operational Strategy should not occur as part of the EOC Planning Meeting. Operational strategy sessions should be encouraged at the Strategy/Tactics Meeting conducted by the Operations Section Chief after the EOC Planning Meeting is complete. Unnecessary side discussions must be eliminated to allow the meeting to stay focused.

The Planning Section Chief will conduct the EOC Planning Meeting. The meeting ideally should not last more than 30 minutes. The meeting format may vary somewhat depending on the situation and the EOC activation level.

The EOC Action Plan should generally include the following elements:

1. Listing of objectives to be accomplished (should be measurable)
2. Statement of current priorities related to objectives
3. Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred)
4. Assignments and actions necessary to implement the strategy
5. Operational period designation - The time frame necessary to accomplish the actions
6. Organizational elements to be activated to support the assignments. (Also, later action plans may list organizational elements that will be deactivated during or at the end of the period)
7. Safety and weather considerations
8. Logistical or other technical support required

The A - Team focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the EOC and may establish priorities as determined by Chief Elected Officials. It can also include mission assignments, provide policy and cost constraints, address inter-agency considerations etc.

The following EOC Planning Meeting agenda may serve as a guide:

- EOC Management Staff presents, discusses overall progress on the current EOC Action Plan objectives
- Each Section Chief presents, discusses progress, and updates their objectives. The following order is recommended:
  - Operations Section
  - Planning Section
  - Logistics Section
  - Finance/Administration Section
- When all reports are completed, the Planning Section Chief should:
  - Ensure objectives are clearly stated and understood by all participants.
  - Encourage follow-up strategy/tactics meeting AFTER the Planning Meeting is adjourned.
  - Announce the deadline for submitting new or updated objectives for the next EOC Planning Meeting. (No later than one hour before the next EOC Planning Meeting)
  - Establish a cycle for EOC Planning Meetings. Initially, these may be every few hours or several times a day. Over time, they will move to twice a day and then to daily.
  - Set deadline for submission of any information required for compilation of the EOC Action Plan.
  - Announce the time for the next EOC Planning Meeting.

#### PREPARING AND DISTRIBUTING THE EOC ACTION PLAN

Planning Section staff transfers information from the EOC Planning Meeting into a written EOC Action Plan which is then submitted for approval by the Planning Section Chief and EOC Manager. The Planning Section staff then completes a hard copy or automated distribution and archives the plan in hard copy and electronically when possible.

#### EOC SHIFT BRIEFING

This briefing is conducted at the beginning of each Operational Period and presents the EOC Action Plan to EOC Staff. Following the Shift Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

## **Appendix G1**

### **EOC ACTION PLAN**

The Incident Action Plan is a description of the A - Team goals, actions and activities of the Kenton County Emergency Operations Center (KCEOC) and the supporting Emergency Support Functions and any other organization that is activated to support the Commonwealth during an Emergency or disaster. ICS Form 203 Organizational Assignment List should be submitted for each operational period (see ICS Form 203 Organization Assignment List Page 142).

- Purpose/Use: To provide the Specific Tasks to be accomplished over the next operational period by the KCEOC, Emergency Support Functions and other supporting agencies responding to the incident.
- A - Team Author: KCEOC Planning Chief
- Issued and briefed to the KCEOC at 1500 daily (ICS 230 Form EOC Daily Meeting Schedule included on page 141).
- Updated every operational period and Emailed to the KCEOC EOC Manager for posting
- For Format Specification see attached templates
- Information contained within this report is developed based on the following:
  - a. Common Operating Picture
  - b. KCEOC SITREP
  - c. Kenton County Homeland Security/Emergency Management Director
  - d. Direction from the Kenton County Judge Executive and city mayors

**KENTON COUNTY EOC ACTION PLAN**

<b>1. EOC ACTION PLAN #</b> _____  Kenton County Homeland Security/Emergency Mgmt.	<b>2. INCIDENT NAME</b>	<b>3. OPERATIONAL PERIOD</b>
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<b>4. EOC ACTIVATION LEVEL</b>	LEVEL I		LEVEL II		LEVEL III		Virtual		Virtual EOC	
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**5. Situation Overview** - NOTE: The information for this is collected from the most recent situation report. The EOC ACTIVATION LEVEL is based on the Director's activation decision.

**6. HSEM Director's Guidance to Participating Agencies**-NOTE: The Director of Homeland Security Emergency Management will provide specific guidance for this section.

**7. Current Operations**

**8. EMERGENCY SUPPORT FUNCTION NEEDED / NAME**

Need	Emergency Support Function	Name / Agency
	ESF 1 Transportation	
	ESF 2 IT / Communications	
	ESF 3 Public Works	
	ESF 4 Firefighting	
r ‡	ESF 5 Emergency Management	
	ESF 6 Mass Care	
	ESF 7 Logistics / Resource	
	ESF 8 Health and Medical	
	ESF 9 Search and Rescue	
	ESF 10 Hazardous Material	
	ESF 11 Natural Resources	
	ESF 12 Energy & Infrastructure	
	ESF 13 Law Enforcement	
	ESF 14 Long Term Recovery	
	ESF 15 Public Information	
r	EOC Floor Manager	
	Operations Section Chief	
	Planning Section Chief	
	Logistic Section Chief	
	Finance Section Chief	

r Denotes requested for EOC.

√ Denotes virtual monitoring only.

‡ Denotes Unified Commander.

∅ Denotes not requested at this time.

ê Denotes not needed in EOC on event day but either provides or provided support prior to event day.

**9. ESF OBJECTIVES:**



ESF	Specific Objectives
ESF 1 Transportation	S/O:
ESF 2 Communications	S/O:
ESF 3 Public Work	S/O:
ESF 4 Fire	S/O:
ESF 5 Emergency Mgmt.	S/O:
ESF 6 Mass Care	S/O:
ESF 7 Logistics/Resource	S/O:
ESF 8 Medical	S/O:
ESF 9 Search and Rescue	S/O:
ESF 10 Hazardous Materials	S/O:
ESF 11 Natural Resources	S/O:
ESF 12 Energy/Infrastructure	S/O:
ESF 13 Law Enforcement and Security	S/O:
ESF 14 Long Term Recovery	S/O:
ESF 15 Media	S/O:
Operations Section Chief	S/O:
Planning Section Chief	S/O:
Logistics Section Chief	S/O:
Finance/Admin. Section Chief	S/O:

\*\*\*Additional objectives may be added at any time and by any EOC Staffer. NOTE - Specific Objectives is where the Specific Objectives for each of the Emergency Support Functions (ESF) are listed. These are specific tasks for each ESF to accomplish over the next operational period.

10. Prepared by: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

11. EOC Action Plan # \_\_\_\_\_ 12. Date/Time: \_\_\_\_\_





## UNIT LOG (ICS FORM 214)

**Purpose.** The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

**Preparation.** A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

**Distribution.** The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared by	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



# ICS 203 ORGANIZATION ASSIGNMENT LIST

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Time From: _____		Date To: _____ Time To: _____	
<b>3. Incident/Unified Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UC's		Chief			
		Deputy			
Deputy					
EOC Floor Manager		Staging Area			
Safety Officer		<b>Branch</b>			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
<b>4. Agency/Organization Representatives:</b>		Division/Group			
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		<b>Branch</b>			
		Branch Director			
		Deputy			
<b>5. Planning Section:</b>		Division/Group			
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>		Division/Group			
Chief		Division/Group			
Deputy		<b>Air Operations Branch</b>			
<b>Support Branch</b>		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		<b>8. Finance/Administration Section:</b>			
Ground Support Unit		Chief			
<b>Service Branch</b>		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
<b>9. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____					
ICS 203	IAP Page _____	Date/Time: _____			

**ANNEX I  
Resource Request**

<b>Resource Request</b>		Request Number	
<u>Requester:</u>		<u>Phone #</u>	
<u>Location of Requester:</u>		<u>POC Name &amp; Phone Number:</u>	
<u>Resource Requested:</u>			
<u>Mission or Situation:</u>			
<u>Size:</u>			
<u>Amount:</u>			
<u>Location:</u>			
<u>Type:</u>			
<u>Time needed:</u>			
<u>Time it may be Released:</u>			
<u>Staging Area- Location</u>	<u>Staging Area POC</u>	<u>Staging Area Phone #</u>	
<u>Call Taker:</u>	<u>Date:</u>	<u>Time:</u>	
<u>Request Status:</u> (Circle One)	Approved	Denied	Approved with Limitations
<u>Notes / Explanations:</u>			
Approved by Logistics :			
Approved By Finance:			

**ANNEX J  
SAMPLE DECLARATION**

**!!!PLACE ON COUNTY LETTER HEAD Replace words in Red with correct information!!!**

**DECLARATION OF A LOCAL STATE OF EMERGENCY**

DATE \_\_\_\_\_

WHEREAS, on **(dates Emergency/disaster occurred)** a **(flood, tornado, etc.)** occurred in **(County/City)**, Kentucky; and

WHEREAS, **(brief description of the damages)**

\_\_\_\_\_ ; and

WHEREAS, this situation creates a considerable hardship for the citizens of **(County/City)**; and

WHEREAS, local government has the responsibility to protect the public health, safety and welfare, and to mitigate the effects of such events.

NOW, THEREFORE, I **(Name and title of the Chief Executive Issuing the Order)**, by the authority vested in me by KRS 39A.100(2), do hereby declare that a State of Emergency exists in **(County/City)** for the period **(Duration of the State of Emergency)**, and direct that:

1. The local Emergency Operations Plan shall be fully executed;
2. The **(Title of the HSEM or DES Director)** shall direct the **(type of HSEM or DES organization)** to provide such assistance as can be delivered from available local resources and shall coordinate all agencies of local government to provide assistance to **(County/City)**;
3. All agencies of **(County/City)** shall cooperate to the fullest extent with **(type of HSEM or DES organization)** and shall provide such assistance as may be required for response to this Emergency.
4. Under this State of Emergency, as provided in KRS 39A.100(2) **(Title of Chief Executive)** can waive procedures and formalities otherwise required by the law pertaining to: a) performance of public work, b) entering into contracts, c) incurring obligations, d) Employment of permanent and temporary workers, e) utilization of volunteer workers, f) rental of equipment, g) appropriation and expenditure of public funds.

**(Signature of Chief Executive)  
(County/City)**

**(Name and Title of Clerk of the Promulgating Jurisdiction)**



**ANNEX K**  
**SAMPLE NEWS RELEASES**

SAMPLE EVACUATION NEWS MESSAGE  
EVACUATION ORDERED

This is \_\_\_\_\_. The \_\_\_\_\_ situation continues in parts of \_\_\_\_\_ county/city and may worsen. For your safety, I am asking that you leave the \_\_\_\_\_ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items – medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers – but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at \_\_\_\_\_.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call \_\_\_\_\_. Otherwise, please do not use your telephone except to report an Emergency.

I repeat. If you live in the \_\_\_\_\_ area (give boundaries), you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K**  
**SAMPLE NEWS RELEASES**

**EVACUATION INSTRUCTIONS**

WHEN YOUR FAMILY IS INSTRUCTED TO EVACUATE THE FOLLOWING ACTIONS SHOULD BE TAKEN.

**I. BEFORE LEAVING HOME**

**A. TURN OFF UTILITIES:**

1. gas valves (only in the event of an earthquake)
2. water at service entrance
3. electricity at meter

**B. DISCONNECT ALL APPLIANCES IF ENERGY SOURCE IS NOT TURNED OFF.**

**C. DRAW SHADES, CURTAINS AND DRAPES.**

**D. PLACE VALUABLES IN SAFE LOCATION**

**E. MAKE SURE AUTOMOBILE HAS ENOUGH FUEL TO REACH DESTINATION. YOUR PROPERTY WILL BE PROTECTED BY PROPER AUTHORITIES WHILE YOU ARE AWAY.**

**II. TAKE WITH YOU**

**A. NON-PERISHABLE FOOD**

**B. CHANGE OF CLOTHING**

**C. BEDDING OR SLEEPING BAGS**

**D. PRESCRIPTION MEDICATION**

**E. FORMULA (MILK), FOOD, DIAPERS, ETC. FOR BABIES**

**F. CANNED GOODS IF THERE IS ROOM IN CAR**

G. REQUIRED DIETARY FOODS ON HAND

H. TOOLS THAT MIGHT BE USED TO IMPROVE SHELTER AREAS

III. HOW TO GET THERE

A. TO REACH YOUR DESIGNATED HOST AREA, YOU SHOULD USE THE FOLLOWING ROUTES. LIST SPECIFIC STREETS AND HIGHWAYS FOR EACH TOWN OR AREA WITHIN THE CITY.

B. IF YOU NEED TRANSPORTATION, MEET AT (location) BY (time).

C. IF YOU ARE DISABLED AND CANNOT GET TO (listed in B) CALL (phone).

IV. WHERE TO GO

YOUR DESIGNATED HOST AREA IS \_\_\_\_\_. IF YOU HAVE FRIENDS, RELATIVES, OR A SECOND HOME IN A NON-RISK AREA, YOU MAY GO THERE. IF NOT, YOU ARE TO GO TO \_\_\_\_\_, WHICH WILL SERVE AS THE RECEPTION CENTER.

V. WHEN YOU ARRIVE AT THE RECEPTION CENTER, YOU WILL:

A. REGISTER YOUR FAMILY

B. BE ASSIGNED A SHELTER

C. BE GIVEN ADDITIONAL INFORMATION AND INSTRUCTIONS.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

**EARTHQUAKE SAMPLE NEWS MESSAGE  
NO INFORMATION AVAILABLE**

This is \_\_\_\_\_ at the \_\_\_\_\_. An earthquake of undetermined magnitude has just been felt in the \_\_\_\_\_ area. At this time we have no confirmed reports of injuries or damage. Emergency response units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need Emergency help.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

**SAMPLE NEWS MESSAGE  
UPDATE ON EARTHQUAKE**

This is \_\_\_\_\_ at the \_\_\_\_\_. The magnitude of the earthquake which struck the \_\_\_\_\_ area at \_\_\_\_\_ today has been determined to be \_\_\_\_\_ on the Richter scale. The epicenter has been fixed at \_\_\_\_\_ by \_\_\_\_\_ (scientific authority).

This office has received reports of \_\_\_\_\_ deaths, \_\_\_\_\_ injuries, and \_\_\_\_\_ homes damaged. No dollar damage figure is yet available. Emergency service units are on the scene to assist residents. (Continue with summary of situation).

Aftershocks continue to be felt in the area. If you feel shaking, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. Do not use your telephone unless you need Emergency help.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

SUMMARY STATEMENT FOR MEDIA  
EARTHQUAKE

At approximately \_\_\_\_\_ today, an earthquake registering \_\_\_\_\_ on the Richter scale struck the \_\_\_\_\_ area, with its epicenter at \_\_\_\_\_. Emergency service units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths, property damage, fires, etc., reported to date.)

\_\_\_\_\_ Aftershocks were felt, the largest occurring at \_\_\_\_\_. No additional damage was reported (or specific damage). Over \_\_\_\_\_ response personnel from Emergency service agencies were called into action. The Red Cross opened shelters at \_\_\_\_\_ for persons unable to remain in their homes and reported lodging and feeding over \_\_\_\_\_ persons. At \_\_\_\_\_ on \_\_\_\_\_, the Fiscal Court/City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Court/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$\_\_\_\_\_.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

**HAZARDOUS MATERIALS SAMPLE NEWS MESSAGE  
UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA**

This is \_\_\_\_\_ at the \_\_\_\_\_. An unidentified substance which may be hazardous has been spilled/released at \_\_\_\_\_ (specific location). Please avoid the area, if possible, while crews are responding. The best alternate routes are \_\_\_\_\_. If you are already in the area, please be patient and follow directions of Emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

Thank you for your cooperation.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

**SAMPLE NEWS MESSAGE  
LOW HAZARD/CONFINED SPILL/RELEASE – NO GENERAL EVACUATION**

This is \_\_\_\_\_ at the \_\_\_\_\_. A small amount of \_\_\_\_\_, a hazardous substance, has been spilled/released at \_\_\_\_\_. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate \_\_\_\_\_ block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms: \_\_\_\_\_.

If you think you may have come in contact with this material, you should (give health instructions and hotline number, if available). For your safety, please avoid the area if at all possible. Alternate routes are \_\_\_\_\_ and traffic is being diverted. If you are now near the spill/release area, please follow directions of Emergency response personnel. Clean-up crews are on the scene.

Thank you for your cooperation.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.



**ANNEX K**  
**SAMPLE NEWS RELEASES**  
**SAMPLE NEWS MESSAGE**

**HIGH HAZARD SPILL/RELEASE – GENERAL EVACUATION  
REQUESTED/MANDATORY**

This is \_\_\_\_\_ at the \_\_\_\_\_. A large/small amount of \_\_\_\_\_, a highly hazardous substance, has been spilled/released at \_\_\_\_\_. Because of the potential health hazard, authorities are requesting/requiring all residents within \_\_\_\_\_ blocks/miles of the area to evacuate. If you are (give evacuation zone boundaries), you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to \_\_\_\_\_. If you can drive a neighbor who has no transportation, please do so. If you need transportation, call \_\_\_\_\_.

\_\_\_\_\_ will be evacuated to \_\_\_\_\_. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms:

\_\_\_\_\_. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at \_\_\_\_\_.

To repeat, if you are in the area of \_\_\_\_\_, you should/must leave, for your own safety. Do not use your telephone unless you need Emergency assistance.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

SUMMARY STATEMENT FOR MEDIA  
HAZARDOUS MATERIAL INCIDENT  
(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately \_\_\_\_\_ a.m./p.m. today a spill/release of a potentially hazardous substance was reported to this office by \_\_\_\_\_.

Police/fire units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be \_\_\_\_\_, a hazardous/harmless chemical/substance/material/gas which, upon contact, may produce symptoms of \_\_\_\_\_.

Precautionary evacuation of the immediate/X-block area surrounding the spill was requested/required by \_\_\_\_\_ (agency) \_\_\_\_\_. Approximately \_\_\_\_\_ persons were evacuated. Clean-up crews from \_\_\_\_\_ were dispatched to the scene, and normal traffic had resumed by \_\_\_\_\_, at which time residents were allowed to return to their homes. There were no injuries reported OR \_\_\_\_\_ persons, including \_\_\_\_\_ personnel, were treated at area hospitals for \_\_\_\_\_ and \_\_\_\_\_ were later released. Those remaining in the hospital are in \_\_\_\_\_ condition. Response agencies involved were \_\_\_\_\_.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

**SAMPLE FLOOD NEWS MESSAGE  
ROADS CLOSED**

This is \_\_\_\_\_ from the \_\_\_\_\_. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of \_\_\_\_\_ today, the following roads/streets have been closed by law enforcement officials: \_\_\_\_\_.

Please avoid these roads/streets. If you must travel, use alternate routes.

Again, those roads/streets which have been closed are \_\_\_\_\_  
\_\_\_\_\_.

Please stay tuned to this station for additional road closure information.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

**ANNEX K  
SAMPLE NEWS RELEASES**

**SAMPLE POST FLOOD NEWS MESSAGE**

This is \_\_\_\_\_ from the \_\_\_\_\_. The following storm-damaged areas are still extremely hazardous and should be avoided:

\_\_\_\_\_  
\_\_\_\_\_.

Again, please avoid the storm-damaged areas. You may place your life and that of others in danger.

Thank you for your cooperation.

Recommended Broadcast Interval:

First Broadcast \_\_\_\_\_ A.M./P.M.

Rebroadcast every \_\_\_\_\_ minutes

Last Broadcast \_\_\_\_\_ A.M./P.M.

## ANNEX L

### EOC ACTIVATION LIST

EOC ESF Coordinators are assigned to a team, either A, B or C team. Teams are built for succession and or shifts when needed. Mutual Aid can be used as necessary from surrounding counties and or Incident Management Teams.

Kenton County Homeland Security Emergency Manager will establish the EOC Operational Periods, usually 8 to 12 hour shifts. ESF Coordinators may require 12 hour shifts. Any adjustments to the EOC staffing schedule must be coordinated with the EOC Manager.

First EOC Operational Period – A-Team Second EOC Operational Period – B-Team

Third EOC Operational Period – C-Team

Position	Formal Title	First Name	Last Name
<b>ESF-1 Mass Public Transportation</b>			
A - Team	Kenton County Fleet Supervisor	Scott	McClain
B - Team	TANK General Manager	Andrew	Aiello
C - Team	TANK Transportation Supervisor	Kevin	Unkraut
<b>ESF-1 School Transportation</b>			
A - Team	KCSD Transportation Director	Jim	Hale
B - Team	KCSD Transportation Asst. Director	Sherry	Eagler
C - Team	KCSD Bus Garage Manager	Tim	Dierker
Alternate 3	KCSD Director Of Operations	Rob	Haney
<b>ESF-1/3 State Transportation / Engineering</b>			
A - Team	Chief District Engineer	Bob	Yeager
B - Team	Highway Tech. Superintendent I	Jonathan	Bradford
C - Team	Transportation Engineer Supervisor	Andy	Yeager
<b>ESF-2 Information Systems / Technology Services</b>			
A - Team	Kenton County IT Director	Jessica	Ramsey
B - Team	KC IT Services Network Engineer	Darrin	Gilvin
C - Team	KC IT Services Network Administrator	Dustin	Brown
<b>ESF-2 Communications - KCECC</b>			
A - Team	KCECC Director	Ashley	Hawks
B - Team	KCECC Assistant Director	David	Leonard
C - Team	KCECC Assistant Director	Brent	Cummins
<b>ESF-2 Communications - Cincinnati Bell</b>			
A - Team	Sr. Director Network Ops	Roger	Werth
B - Team	Director Corp. Security	Paula	Papke
C - Team	Sr. Ops. Manager	Eric	Brunner

Position	Formal Title	First Name	Last Name
<b>ESF-3</b>	<b>Public Works / Engineering / GIS Emergency Support Function 3 Coordinator</b>		
A - Team	KCPW Director & Engineer	Nick	Hendrix
B - Team	KCPW Manager		
C - Team	KCPW Supervisor	Rick	Buster
<b>ESF-3</b>	<b>Public Works</b>		
A - Team	KCPW Director & Engineer	Nick	Hendrix
B - Team	KCPW Manager		
C - Team	KCPW Supervisor	Rick	Buster
<b>ESF-3</b>	<b>Engineering</b>		
A - Team	PDS Senior Infrastructure Inspector	Rob	Zwick
B - Team	PDS Senior Infrastructure Inspector	Donnie	Edwards
C - Team	City Of Fort Mitchell Engineer	Nick	Tewes
<b>ESF-3</b>	<b>Building Inspections/Codes</b>		
A - Team	PDS Chief Building Inspector	Brian	Sims
B - Team	PDS Associate Building Official	Gary	Forsyth
C - Team	PDS Senior Building Official	Tim	Tholemeier
<b>ESF-3</b>	<b>Geographic Information Systems</b>		
A - Team	PDS GIS Administrative Director	Trisha	Brush
B - Team	PDS GIS Application Devel. Coord.	Christy	Powell
C - Team	PDS UAS Analyst	Ryan	Hermann
<b>ESF-4</b>	<b>Firefighting</b>		
A - Team	Elsmere Fire Chief	Paul	LaFontaine
B - Team	Covington Fire Chief	Mark	Pierce
C - Team	Crescent Springs Fire Chief	Jeff	Wendt
<b>ESF-5</b>	<b>Emergency Management</b>		
A - Team	KCHSEM Director	Steve	Hensley
B - Team	KCHSEM Deputy Director	Todd	Schulkers
C - Team	KCHSEM Deputy Director		
<b>ESF-6</b>	<b>Mass Care/Sheltering</b>		
A - Team	KCHSEM Deputy Director		
B - Team	KCHSEM Deputy Director	Todd	Schulkers
C - Team	KCHSEM Deputy Director	David	Jansing
<b>ESF-7</b>	<b>Resource Support</b>		
A - Team	KC Public Works Supervisor	Rick	Buster
B - Team	KC Fiscal Court Clerk	Sue	Kaiser

Position	Formal Title	First Name	Last Name
C - Team	KC Fiscal Court - HR Assistant	Kelly	Baker

ESF-8	Health / Medical Emergency Support Function 8 Coordinator		
A - Team	Covington FD Assistant Fire Chief	Mike	Bloemer
B - Team	Independence FD Fire Chief	Scott	Breeze
B - Team	Independence FD Asst. Fire Chief	Phil	Dietz

ESF-8	Pre-Hospital Emergency Medical		
A - Team	Covington FD Assistant Fire Chief	Gary	Rucker
B - Team	Doctor	Hien	Le
C - Team			

ESF-8	Public Health		
A - Team	Director - Environ. Health & Safety	Steve	Divine
B - Team	Disaster Preparedness Coordinator	Jessica	McElroy
C - Team	Disaster Preparedness Coordinator	Stella	Barber

ESF-8	Hospitals		
A - Team	SEMC Asst. Director - Safety & Sec.	David	Mccugh
B - Team	SEMC Director - Safety & Security	Mike	Kraft
C - Team	SEMC Nurse Manager	Missy	Miles

ESF-8	Coroner		
A - Team	Kenton County Coroner	Amber	Constintino
B - Team	Kenton County Chief Dep. Coroner	James	Reed
C - Team	Kenton County Deputy Coroner	Joe	Rieskamp

ESF-9	Search & Rescue		
A - Team	KCHSEM Deputy Director	Todd	Schulkers
B - Team	Covington FD Battalion Chief	Chris	Alsip
C - Team	NK Technical Rescue Team	Paul	Woodring

ESF-10	Hazardous Materials		
A - Team	Covington FD Assistant Fire Chief	Mike	Bloemer
B - Team			
C - Team	Northern Ky. Haz-Mat Team Director	Brandon	Johnson

ESF-11	Agriculture & Natural Resources		
A - Team		Rick	Messingschlager
B - Team		Daniel	Allen
C - Team		Tony	Schmiade

ESF-11	Animal Services		
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Position	Formal Title	First Name	Last Name
A - Team	KC Animal Services Director		
B - Team	KC Animal Services Asst. Director		
C - Team	KC Animal Services Sergeant		
Alternate 3	KC Animal Services Shelter Mngr.		

ESF-12	Energy / Utilities Emergency Support Function 12 Coordinator		
A - Team	Kenton County Assistant Admin.	Scott	Gunning
B - Team	KC Public Works Director & Engineer	Nick	Hendrix
C - Team	KC Public Works Manager		
Alternate 3	KC Public Works Supervisor	Rick	Buster

ESF-12	Utilities - Energy / Duke Energy		
B - Team	Vice-President - Comm. Relations	Rhonda	Whitaker
C - Team	Community Relations Manager	Cara	Brooks
Alternate 3	Lead Health & Safety Specialist	Susan	Browning

ESF-12	Utilities - Energy / Owen Electric		
A - Team	Senior VP Operations & Technology	Rusty	Williams
B - Team	Operations Manager	Brian	Jones
C - Team	System Operator	Kevin	Miller
Alternate 3	Technical Services Manager	Tim	Cammack

ESF-12	Utilities - Sanitation District		
A - Team			
B - Team			
C - Team	Envir. Health & Safety Coord.		

ESF-12	Utilities - Water District		
A - Team	Safety Coordinator	Brad	Murphy
B - Team	VP-Engineering, Product., Dist.	Amy	Kramer
C - Team	Human Resources Manager	Kim	Clemons

ESF-13	Law Enforcement		
A - Team	Kenton County PD Police Chief	Spike	Jones
B - Team	Kenton County Sheriff	Chuck	Korzenborn
C - Team	Kenton County Deputy Sheriff	Pat	Morgan

ESF-14	Long-Term Recovery / Continuity Of Government		
A - Team	Kenton County Assistant Admin.	Scott	Gunning
B - Team	KC Director - External Affairs	John	Stanton
C - Team	Kenton County Asst. Treasurer	Kurt	Grievenkamp



Position	Formal Title	First Name	Last Name
<b>ESF-15</b>	<b>Public Information</b>		
<b>A - Team</b>	KC IT Services - Digital Comms.	Sara	Sgantas
<b>B - Team</b>	KCPD Police Chief	Spike	Jones
<b>C - Team</b>	KCPD Assistant Police Chief	Chris	Haddle
	<b>EOC Floor Manager</b>		
<b>A - Team</b>	KCHSEM Director	Steve	Hensley
<b>B - Team</b>	BCEMA Director	Mark	Ihrig
<b>C - Team</b>	CCEMA Director	Bill	Turner
	<b>Operations Section Chief</b>		
<b>A - Team</b>	KCHSEM Deputy Director	Todd	Schulkers
<b>B - Team</b>	KCPD Police Chief	Spike	Jones
<b>C - Team</b>	Lakes. Pk./Crest. Hills PD Police Chief	Chris	Schutte
	<b>Planning Section Chief</b>		
<b>A - Team</b>	KCHSEM Deputy Director	Ron	Becker
<b>B - Team</b>	BCEMA Deputy Director		
<b>C - Team</b>	Erlanger-Elsmere Schools Safety Dir.	Matt	Engel
	<b>Logistics Section Chief</b>		
<b>A - Team</b>	KCHSEM Deputy Director	David	Jansing
<b>B - Team</b>	CCEMA Deputy Director	Greg	Buckler
<b>C - Team</b>	KC Deputy Judge Executive		
	<b>Finance Section Chief</b>		
<b>A - Team</b>	Kenton County Treasurer	Roy	Cox
<b>B - Team</b>	Kenton County Purchasing Dir.	Holly	Hill
<b>C - Team</b>	Kenton County Asst. Treasurer	Kurt	Grievenkamp
<b>Alternate 3</b>	Kenton County Accts. Payable		
	<b>Administration Section Chief</b>		
<b>A - Team</b>	Kenton County Fiscal Court Clerk	Sue	Kaiser
<b>B - Team</b>	Kenton County Admin. HR Assistant	Kelly	Baker
<b>C - Team</b>	KC Public Works Admin. Asst.	Anna	Miller
	<b>EOC Support Staff</b>		
<b>Support</b>	Kenton County Facilities Maint.	Jerry	Wood
<b>Support</b>		John	Thoburn
<b>Support</b>	KCECC CAD Administrator	Gordy	Ramler
<b>Support</b>	KCECC Supervisor	Brent	Cummins
<b>Support</b>	KC Admin. Bldg. - Maintenance Dir.	Sean	Mcalister

## ACRONYMS AND ABBREVIATIONS – ANNEX N

AAR	After-Action Review	KCECC	Kenton County Emergency Communications Center
AC	Area Command	KSP	Kentucky State Police
AHJ	Authority Having Jurisdiction	KFW	Kentucky Fish & Wildlife
ALS	Advanced Life Support	KyEM	Kentucky Emergency Management
AP	Action Plan	KYTC	Kentucky Transportation Cabinet
ATF	Alcohol Tabaco Firearms	KY	Kentucky
AUX	Auxiliary	LEO	Law Enforcement Officer
CEOC	Commonwealth Emergency Operations Center (also SEOC)	MA	Mutual Aid
CNKIA	Cincinnati/Northern Kentucky International Airport	MC	Medical Control
CFR	Code of Federal Regulations	MCI	Mass Causality Incident
DECON	Decontamination	MCU	Mass Causality Unit
DHSEMob	demobilization	MHz	Megahertz
DHS	Department of Homeland Security	MM	Mile Marker
DOC	Department Operations Center	NIMS	National Incident Management System
EM & EMA	Emergency Management / Agency	NK	Northern Kentucky
HSEMS	Emergency Medical Services	NKTRT	Northern Kentucky Technical Rescue Team
EOC	Emergency Operations Center	NOAA	National Oceanic and Atmospheric Administration
EOD	Explosive Ordinance disposal/ Device	NRP	National Response Plan
EOP	Emergency Operations Plan	NWS	National Weather Service
ESF	Emergency Support Function	OIC	Officer In Charge
ETA	Estimated Time of Arrival	OSP	Ohio State Patrol
EU	Explosives Unit	PD	Police Department
FB	Fire Boat	PIO	Public Information Officer
FBI	Federal Bureau of Investigation	POC	Point of Contact
FD	Fire Department	POV	Privately Owned Vehicle
FOUO	For Official Use Only	PPE	Personal Protective Equipment
FR	First Responder	PSA	Public Service Announcements
FHSEMA	Federal Emergency Management Agency	PSCC	Public Safety Communications Center
FF	Firefighter	RECC	Regional Emergency Coordination Center (same as ROC)
GIS	Geographic Information Systems	ROC	Regional Operations Center
GPS	Global Positioning System	SA	Staging Area
HAZMAT	Hazardous Material(s)	SAR	Search And Rescue
HC	Hamilton County	SEOC	State Emergency Operations Center (same as CEOC)
HM	Haz-Mat	SITREP	Situation Report (Also SitRep)
HSEM	Homeland Security & Emergency Management	SO	Sherriff's Officer
IAP	Incident Action Plan	S/O	Specific Objective
ICS	Incident Command System	SOG	Standard Operating Guide
IMS	Incident Management System	SOP	Standard Operating Procedure
IO	Intelligence Officer	SWAT	Special Weapons And Tactical team
IT	Information Technology SWAT	TANK	Transit Authority of Northern Kentucky
JIC	Joint Information Center	UC	Unified Command
KCDC	Kenton County Detention Center	UHF	Ultra High Frequency
KCEOC	Kenton County Emergency Operations Center	USCG	United States Coast Guard
KCHSEM	Kenton County Homeland Security Emergency Management	VHF	Very High Frequency

## TERMS AND DEFINITIONS – ANNEX O

**Agency** - Is a division of government with a specific function offering a particular kind of assistance.

**Area Command** - An organization established (1) to oversee the management of multiple incidents that are each being handled by a CS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

**Branch**- The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section.

**Chain of Command**- Is a series of command, control, executive, or management positions in hierarchical order of authority.

**Chief** - The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

**Civil Disturbance** - Is the degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

**Command Staff** - In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Decontamination** - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

**Demobilization** - The orderly, safe, and efficient return of an incident resource to its original location and status.

**Deputy** - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

**Division** - Is the partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency** - Is an unexpected situation or event, which places life and /or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

**Emergency Management Director**– The individual who is directly responsible on a day-to-day basis for the jurisdiction's effort to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Medical Services (HSEMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

**Emergency Operations Center (EOC)** – A protected site from which government officials and Emergency response personnel exercise direction and control in an Emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

**Emergency Support Function (ESF)** – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

**Evacuation** – Relocation of civilian population to safe areas when disaster, emergencies, or threats thereof necessitate such action.

**Event** – A planned, non-Emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**First Responder** - an Employee of an Emergency service who is likely to be among the first people to arrive at and assist at the scene of an Emergency such as an accident, natural disaster, or terrorist attack. First responders typically include police officers, deputy sheriffs, firefighters, paramedics, and rescuers.

**Function** – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance Administration.

**General Staff** – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group** – Established to divide the incident management structure into functional areas of operation.

**Hazard** – Any situation that has the potential for causing damage to life, property, and the environment.

**Hazardous Material (HazMat)** – Is a substance or material, which may pose an unreasonable risk to safety, health, or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature.

**Incident** – An occurrence or event, natural or human-caused, which requires an Emergency response to protect life or property.

**Incident Action Plan** – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

**Incident Command Post** – Is the location where A - Team command functions are made. It may be the Emergency Operations Center (EOC), Area Command (AC), Disaster Field Office (DFO), or Logistical staging area.

**Incident Command Staff** - Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations

Section Chief, and Public Information Officer who report directly to the Incident Commander.

**Incident Command System (ICS)** – Is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.

**Incident Commander (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics, the ordering, and the release of resources.

**Incident Objectives** – Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

**Intelligence Officer** – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. This can be an undercover law enforcement officer.

**Joint Information Center (JIC)** – A combined public information office that serves two or more levels of government or Federal, State, local agencies.

**Jurisdiction** – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

**Liaison Officer** – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. A form of communication for establishing and maintaining mutual understanding and cooperation.

**Logistics** - Providing resources and other services to support incident management. This section is responsible for providing facilities, services, and material support for the incident.

**Multijurisdictional Incident** – An incident requiring action from multiple agencies in which

each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**National Incident Management System (NIMS)** – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**National Weather Service (NWS)** – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

**Operational Period** – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

**Operations Section** – Is the section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Operations Section Chief (OSC)** - senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

**Personal Protective Equipment (PPE)** - Refers to the garments and devices worn by Emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

**Planning Section** – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

**Private Sector** – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit

organizations, formal and informal structures, commerce, and industry and private voluntary organizations.

**Public Health** – A common function in multi-hazard planning, which focuses on general health and medical concerns, under Emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

**Public Information Officer (PIO)** – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Radio system** – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

**Reception Area** – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAP's, supplies and equipment, feeding, and bed down.

**Resources** – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response** – Response is the actual provision of Emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing Emergency operations, evacuation, shelter, and other protective measures.

**Safety Officer** – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section** – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration.

**Site Safety Plan** - Written plan formulated for each incident by the SO that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for Employee protection in accordance with KY-OSHA.

**Staging Area (SA)** – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

**Standard Operating Guide (SOG)** – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOG's can be supported by one or more standard operation procedures (SOPs).

**Standard Operating Procedures (SOP)** – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOG's by detailing and specifying how assigned tasks are to be carried out.

**Task Force** – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

**Threat** – An indication of possible violence, harm, or danger.

**Unified Command** – A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact.

**Unit** – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Warning Point** – Is a facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

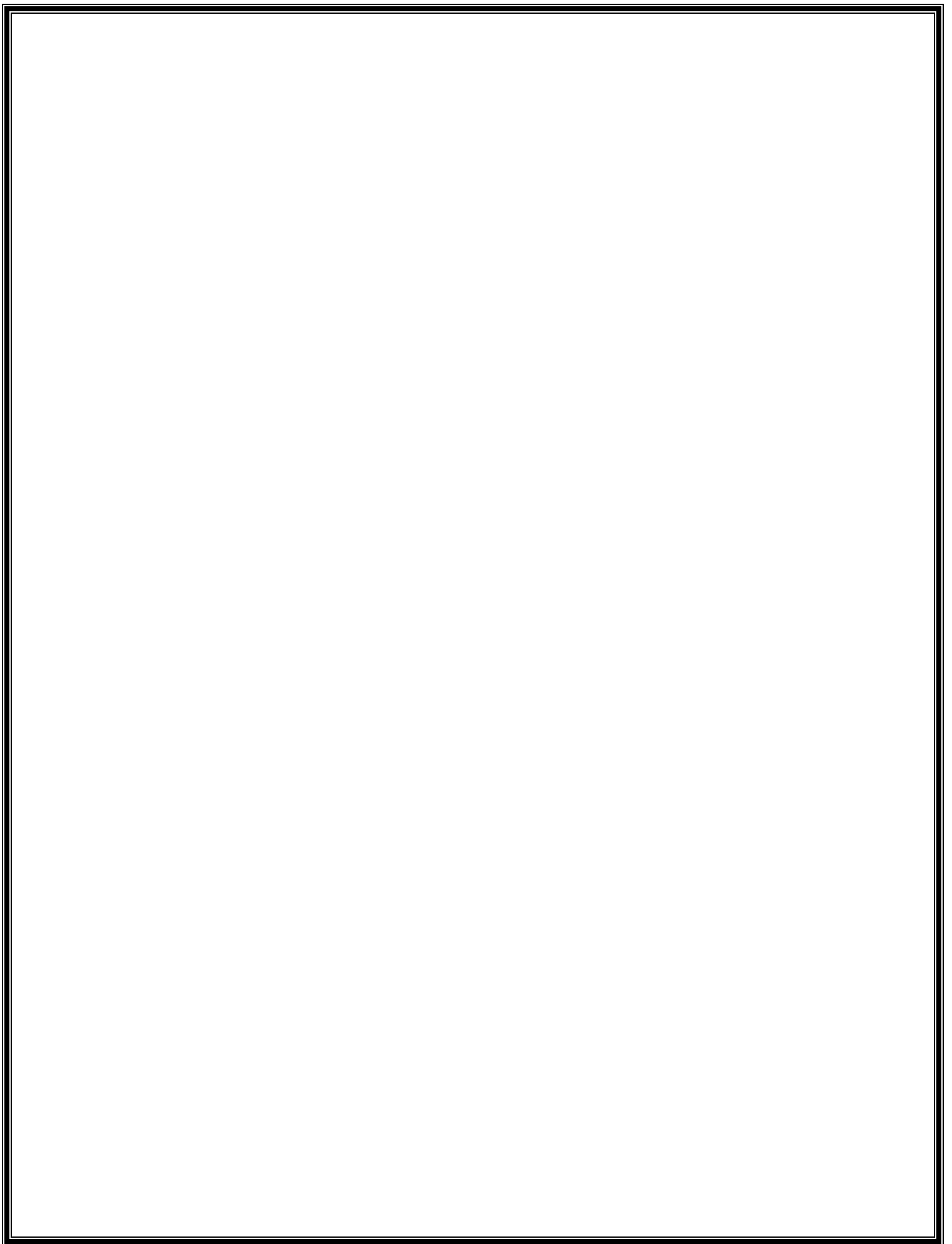
## **ASSUMPTIONS & CONCEPT OF OPERATIONS:**

- Ø Each agency and individual with roles and responsibilities will follow sponsoring agency specific policies and guidelines. Any conflict between policies and specific mission instructions from the Unified Commanders should be reported immediately for remedies or resource reallocation.
- Ø When local or event resources are exhausted, the Kenton County Homeland Security Emergency Management Agency will coordinate assistance and help satisfy unmet needs. Similarly, if the region requires additional assistance, it will call on mutual aid from adjacent counties or from the State of Kentucky.
- Ø This plan embraces an “All-Hazards” principle: that most Emergency response functions are similar, regardless of the hazard. The UC will operate incident management activities in accordance with NIMS to mobilize resources and personnel as needed.
- Ø Public Safety agencies will respond and operate as required in accordance with the standards of the National Incident Management System (NIMS) as adopted. This includes institutionalizing the Incident Command Structure (ICS) for all response disciplines at various locations to provide for an efficient response operation as well as establishing an efficient public information system within the structure.
- Ø All agencies interacting to manage incidents will utilize common terminology prescribed by NIMS.
- Ø All public safety information announcements will be distributed and coordinated via the Unified Commanders and Public Information Officer(s).

**INCIDENT MANAGEMENT SYSTEM:** Incident Management System shall be established to provide effective management of multi-agency and multijurisdictional emergencies in Kenton County. By standardizing key elements of the Incident Management System, IMS is intended to • Facilitate the flow of information within and between levels of the system, and • Facilitate coordination among all event/responding agencies. Use of IMS reduces the incidence of poor coordination and communications, and reduces resource-ordering duplication on multi-agency and multijurisdictional responses. IMS is designed to be flexible and adaptable to the varied events/disasters that occur in the Commonwealth and to the needs of all Emergency responders. IMS Implementation improves the success of event management.

**THE INCIDENT COMMAND SYSTEM (ICS)** is a nationally used standardized on-scene Emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities; equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Remember** – Any operational plan is only a guideline. Circumstances and rapidly changing scenarios are common during any form of event or Emergency – let reasonable thoughts guide you. Allow policy, procedures, experience, training, and intellectual intelligence guide your actions.







LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON**  
**COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# Kenton County Kentucky Emergency Operations Plan

## Distribution Plan List Appendix G

### Kenton County Homeland Security Emergency Management

Kenton County Homeland Security  
Emergency Management  
Director Steve Hensley

(Version: APP G 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX G – PLAN DISTRIBUTION LIST

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## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX G – PLAN DISTRIBUTION LIST

### DISTRIBUTION PLAN

The Kenton County Homeland Security Emergency Management Director shall determine the distribution (and method thereof) for the Kenton County Emergency operations Plan (KCEOP); however, the plan should be distributed to those individuals, departments, agencies and organizations tasked within the EOP. The plan should be readily available in the EOC. Distribution of the plan is the responsibility of the Kenton County Homeland Security Emergency Management Director and will be recorded in Appendix G.

Upon adoption of the plan by the Kenton County Fiscal Court, an electronic copy of the final plan will be distributed to all mayors, department heads of all county departments, a representative from every Coordinating and Supporting Agency listed in the plan, and a law enforcement, fire, and administrative representative from each jurisdiction within Kenton County. A copy of the plan will also be sent to all contiguous county Emergency Management Agencies for their record as well as the Kentucky Emergency Management Agency. A copy of this document will be made publicly available on the county website (see below) and as such, a complete record of distribution cannot be maintained. Any additional requests for copies of the Emergency Operations Plan will be documented in the Appendix G.

<http://www.KentonCounty.org>

- Typically, the Kenton County Emergency Operations Plan is formally distributed every four years post-election of the Judge Executive and after formal approval via Executive Order.
- Internal distribution should include at least Judge Executive, Deputy Judge Executive, Department Heads, Mayors, and City Managers.
- External distribution should include the Law Enforcement Organizations, Fire/EMS/Rescue Organizations, Hospitals, Long Term Care Facilities, American Red Cross, Kentucky Emergency Management Agency, neighboring county Emergency Management Agencies, School Districts, Utility Companies, Significant Support Agencies, and Public Works Agencies.
- The KCEOP Basic Plan shall be posted on the county's website for access by the public

**Distribution:** This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list (See below list). A record of distribution, is maintained on file by the Kenton County Homeland Security Emergency Management Director. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes”. A receipt system will be used to verify the process.

- “Appendix G” shall serve as the “Distribution Plan and Record of Distribution” model.



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 1 – Local Governments (Mayors)**

<b>City Name</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
City Of Bromley				
City Of Covington				
City Of Crescent Springs				
City Of Crestview Hills				
City Of Edgewood				
City Of Elsmere				
City Of Erlanger				
City Of Fairview				
City Of Fort Mitchell				
City Of Fort Wright				
City Of Independence				
Kenton County Fiscal Court				
City Of Kenton Vale				
City Of Lakeside Park				
City Of Ludlow				
City Of Park Hills				
City Of Ryland Heights				
City Of Taylor Mill				
City Of Villa Hills				
City Of Walton				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 2 – Local Governments (City Administrators/Clerks)**

<b>City Name</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
City Of Bromley				
City Of Covington				
City Of Crescent Springs				
City Of Crestview Hills				
City Of Edgewood				
City Of Elsmere				
City Of Erlanger				
City Of Fairview				
City Of Fort Mitchell				
City Of Fort Wright				
City Of Independence				
Kenton County Fiscal Court				
City Of Kenton Vale				
City Of Lakeside Park				
City Of Ludlow				
City Of Park Hills				
City Of Ryland Heights				
City Of Taylor Mill				
City Of Villa Hills				
City Of Walton				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G– PLAN DISTRIBUTION LIST**

**Section 3 – Kenton County Fiscal Court Departments**

<b>County Department</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Kenton County Judge Executive				
Kenton County Commissioner District 1				
Kenton County Commissioner District 2				
Kenton County Commissioner District 3				
Kenton County Fiscal Court				
Kenton County Administration				
Kenton County Animal Control Services				
Kenton County Emergency Communications Center				
Kenton County Finance				
Kenton County Fleet Maintenance				
Kenton County Homeland Security Emergency Management				
Kenton County Parks & Recreation				
Kenton County Public Works				
Kenton County Technology Services				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 4 – Fire / Rescue / EMS / SAR Agencies**

<b>Fire Department</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>American Medical Response</b>				
<b>Boone County Water Rescue</b>				
<b>Campbell County Land Search And Rescue</b>				
<b>Cincinnati / Northern Kentucky International Airport Fire Department Station 1</b>				
<b>Cincinnati / Northern Kentucky International Airport Fire Department Station 2</b>				
<b>City Of Fort Wright Fire/EMS</b>				
<b>Covington Fire Department Company 1</b>				
<b>Covington Fire Department Company 2</b>				
<b>Covington Fire Department Company 5</b>				
<b>Covington Fire Department Company 6</b>				
<b>Covington Fire Department Company 8</b>				
<b>Crescent Springs-Villa Hills Fire/EMS</b>				
<b>Crittenden and Community Volunteer Fire Department</b>				
<b>Edgewood Fire/EMS Department</b>				
<b>Elsmere Fire Protection District</b>				



## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX G – PLAN DISTRIBUTION LIST

Fire Department	Title	Printed Name	Signature	Date
Erlanger Fire/EMS Station #1				
Erlanger Fire/EMS Station #3				
Fort Mitchell Fire/EMS Department				
Independence Fire District Station 1				
Independence Fire District Station 2				
Independence Fire District Station 3				
Kentucky Search Dog Association				
Ludlow Fire Department				
Northern Kentucky Technical Rescue Team				
Northern Kentucky Weapons Mass Destruction / Hazardous Materials Team				
Park Hills Fire Department				
Piner Fiskburg Fire Protection District Station 1				
Piner Fiskburg Fire Protection District Station 2				
Ryland Heights & Community Fire Department				
Taylor Mill Fire Department				
Walton Fire Protection District				
University Of Cincinnati Health ~ Air Care				





**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 5 – City / County Law Enforcement Agencies**

<b>Police Department</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Cincinnati / Northern Kentucky International Airport Police Department				
Covington Police Department				
Edgewood Police Department				
Elsmere Police Department				
Erlanger Police Department Central				
Erlanger Police Department East				
Fort Mitchell Police Department				
Fort Wright Police Department				
Independence Police Department				
Kenton County Police Department				
Kenton County Sheriff's Office				
Kenton County Sheriff's Office #2 Kenton County Courthouse				
Lakeside Park - Crestview Hills Police Authority				
Ludlow Police Department				
Northern Kentucky Drug Strike Force				
Park Hills Police Department				
Taylor Mill Police Department				
Villa Hills Police Department				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G– PLAN DISTRIBUTION LIST**

**Section 6 – Schools Districts / Higher Education Facilities**

<b>School District / Education Facility</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>Beechwood Independent School District</b>				
<b>Covington Independent School District</b>				
<b>Diocese Of Covington Parochial Schools</b>				
<b>Erlanger / Elsmere Independent School District</b>				
<b>Gateway Community Technical College (GCTC)</b>				
<b>Kenton County School District</b>				
<b>Ludlow Independent School District</b>				
<b>Northern Kentucky University</b>				
<b>Thomas More University</b>				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G– PLAN DISTRIBUTION LIST**

**Section 7 – Other Kenton County Government Offices**

<b>Agency</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Commonwealth Attorney Office				
Kenton County Attorney				
Kenton County Circuit Court Clerk				
Kenton County Clerk				
Kenton County Coroner				
Kenton County Detention Center				
Kenton County Justice Center				
Kenton County Property Valuation Agency				
Planning and Development Services of Kenton County				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 8 – Hospitals**

<b>Agency</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
<b>Encompass Health Rehabilitation Hospital of Northern Kentucky</b>				
<b>NorthKey Community Care in Covington</b>				
<b>Saint Elizabeth Healthcare Hospital – Covington Campus</b>				
<b>Saint Elizabeth Healthcare Hospital – Edgewood Campus</b>				
<b>SUN Behavioral Kentucky Hospital</b>				



**KENTON COUNTY EMERGENCY OPERATION PLAN**  
**APPENDIX G – PLAN DISTRIBUTION LIST**  
**Section 9 – Federal Buildings**

Agency	Title	Printed Name	Signature	Date
United States Federal District Court Building				
Federal Bureau of Investigation				
United States Coast Guard				
National Weather Service - Wilmington				

**Section 10 – Utilities**

Agency	Title	Printed Name	Signature	Date
altafiber				
Duke Energy				
Northern Kentucky Water District				
Owen Electric				
Sanitation District #1				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 11 – Long Term Care Facilities**

<b>Facility</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Village Care Center				
Emerald Trace				
Madonna Manor				
Pavilion at Kenton				
Rosedale Green				
Woodcrest Nursing & Rehab.				
Villaspring of Erlanger				
Charter Senior Living Of Edgewood				
Covington Ladies Home				
Ivy Knoll				
Regency Manor				
Regency Manor North				
St. Charles Care Center, Inc.				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 12 – Significant Support Agencies**

<b>Agency</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
American Red Cross				
Cincinnati / Northern Kentucky International Airport Board				
Meridian Management Corporation				
Northern Kentucky Area Development District				
Northern Kentucky Health Department				
Northern Kentucky Healthcare Coalition HPP				
Patient Transport Services (PTS)				
Salvation Army				
Transit Authority of Northern Kentucky (TANK)				



**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 13 – Public Works / Services Agencies**

<b>Agency</b>	<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Covington				
Crescent Springs				
Crestview Hills				
Edgewood				
Elsmere				
Erlanger				
Fort Mitchell				
Fort Wright				
Independence				
Lakeside Park				
Ludlow				
Park Hills				
Taylor Mill				
Villa Hills				





**KENTON COUNTY EMERGENCY OPERATION PLAN  
APPENDIX G – PLAN DISTRIBUTION LIST**

**Section 14 – Contiguous Emergency Management Agencies**

Agency	Title	Printed Name	Signature	Date
Boone County Emergency Management				
Campbell County Office of Emergency Management				
Cincinnati / Northern Kentucky International Airport Emergency Management				
Cincinnati Fire Department Emergency Management				
Grant County Emergency Management				
Hamilton County Emergency Management & Homeland Security				
Kentucky Emergency Management Agency				
Pendleton County Emergency Management				
Saint Elizabeth Healthcare – Emergency Management				



# KENTON COUNTY EMERGENCY OPERATION PLAN

## APPENDIX G – PLAN DISTRIBUTION LIST

### Section 15 – Wireless Utilities

Agency	Title	Printed Name	Signature	Date
Macquarie Infrastructure / Cincinnati Bell / FIOPTICS				
AT & T First Net / At & T				
Verizon Wireless				
Spectrum Wireless				
T-Mobile / Sprint / Nextel				





## KENTON COUNTY EMERGENCY OPERATION PLAN APPENDIX G– PLAN DISTRIBUTION LIST

Mayors – 20  
Administrators/Clerks – 20  
Kenton County Fiscal Court Departments – 14  
Fire / EMS / Rescue / SAR Agencies – 32  
Law Enforcement Organizations – 18  
School District / Higher Education Agencies – 9  
Other Government Offices – 9  
Hospitals – 5  
Federal Building – 4  
Utilities – 7  
Long Term Care Facilities – 13  
Significant Support Agencies – 9  
Public Works Agencies – 14  
Contiguous Emergency Management Agencies – 9  
Wireless Utilities – 5  
Other -  
  
Total 185



LEADING FROM THE FRONTIER TO THE FUTURE



# **Kenton County, Kentucky**

## **Emergency Support Functions For 2023 EOP**



### **Kenton County Homeland Security Emergency Management**

#### **Authority**

**Kenton County Fiscal Court**  
Judge Executive Kris Knochelmann

**Kenton County Homeland Security  
Emergency Management**  
Director Steve Hensley

(Version: ESF 059-01-2023)



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON  
COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support**

### **Function 1-Transportation**



**Kenton County Homeland Security  
Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochelmann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF1 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

### **EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION**

***Mission:*** To coordinate and organize transportation resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

#### **ESF-1 COORDINATORS:**

<b>ESF-1</b>	<b>Mass Public Transportation</b>		
<b>Primary</b>	Kenton County Fleet Supervisor	Scott	McClain
<b>Alternate 1</b>	TANK General Manager	Andrew	Aiello
<b>Alternate 2</b>	TANK Transportation Supervisor	Kevin	Unkraut
<b>ESF-1</b>	<b>School Transportation</b>		
<b>Primary</b>	KCSD Transportation Director	Jim	Hale
<b>Alternate 1</b>	KCSD Transportation Asst. Director	Sherry	Eagler
<b>Alternate 2</b>	KCSD Bus Garage Manager	Tim	Dierker
<b>Alternate 3</b>	KCSD Director Of Operations	Rob	Haney
<b>ESF-1 / 3</b>	<b>State Transportation / Engineering</b>		
<b>Primary</b>	Chief District Engineer	Bob	Yeager
<b>Alternate 1</b>	Highway Tech. Superintendent II	Jonathan	Bradford
<b>Alternate 2</b>	Transportation Engineer Supervisor	Andy	Yeager

#### **Primary Agencies:**

- Administrative Offices For Kenton County And All Cities
- Transit Authority of Northern Kentucky (TANK)
- Kenton County Public School District (Transportation)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION**

### **Secondary Agencies:**

- Kentucky Department of Transportation; State Highway Department
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- All Public Works Agencies In Kenton County
- Greater Cincinnati Northern Kentucky International Airport
- CSX / Norfolk Southern Railroads
- US Army Corps Of Engineers

### **Local Support / Resource Agencies:**

- Kenton County Coroner's Office
- Kenton County Homeland Security Emergency Management
- Kenton County Fire & EMS Agencies
- Northern Kentucky Regional WMD / HAZMAT Team
- Kenton County Emergency Communications Center
- Kenton County Jailer
- Kenton County School Board
- Boone County Dispatch
- Campbell County Dispatch
- Salvation Army
- American Red Cross

### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky State Police

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

### Purpose

The Transportation Emergency Support Function (ESF-1) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support transportation needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-1 / Transportation plan:

- Describes the organization and staffing for the provision of transportation services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing transportation services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of transportation for emergency and disaster situations.

### Scope

The scope of ESF-1 / Transportation includes:

- Provision of transportation services during an emergency incident in a coordinated and prioritized manner, including large-scale evacuations, for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to transportation systems and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available transportation system recovery assistance.
- Provision of technical assistance concerning transportation systems before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned transportation emergency responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-1 / Transportation activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

### Situations and Assumptions

Situations and assumptions involved in ESF-1 / Transportation planning include:

- An incident may cause extensive damage to Kenton County and / or surrounding jurisdictions, requiring activation of the County's emergency transportation assets in support of coordinated response activities.
- Movement of resources into and evacuees out of the impacted area will be predicated on and require the identification of all surviving and available methods and routes of transportation.
- Damaged or disrupted roads, vehicles, facilities, equipment and communications could significantly hamper emergency transportation and support.
- Emergency transportation support requirements will likely exceed local capabilities, and outside assistance will be required to support local emergency operations and / or a large-scale evacuation.
- The general public will receive and understand official emergency public information and warnings related to evacuation.
- The majority of the public will act on its own and evacuate areas promptly when advised to do so, but some people may refuse to evacuate regardless of warnings.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- The principal mode of transportation for evacuees will be privately owned vehicles.
- Some people will lack transportation capabilities, and some residents that are ill or disabled may require vehicles with special transportation capabilities.
- Institutional residents will either be evacuated by the organization responsible for the institution (e.g., St. Elizabeth Medical Centers, Kenton County Detention Center, Assisted Living Centers, Schools, Daycare Centers, etc.) or the institution will make prior arrangements to have the residents evacuated.
- Certain areas of Kenton County, or special populations within the County, may need additional time to accomplish an evacuation.
- It may take several days to complete a mass evacuation of the County.
- Roads and highways in Kenton County will become congested during a large-scale evacuation, hampering the movement of traffic (including access and egress for emergency vehicles).
- Local law enforcement will provide the majority of traffic control on major evacuation routes within Kenton County.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

#### Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-1 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-1 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional transportation resource allocations are made at the EOC by the ESF-1 Coordinator. Kenton County Public Works is the lead agency for ESF-1 and will manage the emergency activities of ESF-1 / Transportation.

In accordance with a mission assignment from ESF-1 and further mission tasking by a local primary agency, each support organization assisting in an ESF-1 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-1.

The ESF-1 / Transportation system operates at two levels – the Emergency Operations Center and field operations. The ESF-1 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-1 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to transportation.
- Evaluate, analyze and prioritize requests for assistance from ESF-1.
- Develop and update assessments of current and anticipated future transportation needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION**

- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide transportation support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of transportation in emergency and disaster situations.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for transportation services.
- Provide transportation resources to aid in traffic control, relocation and evacuation efforts.
- Coordinate transportation for patients and / or medical personnel, equipment and supplies.
- Estimate the number of people with special needs that will require transportation for an incident requiring evacuation, and determine staging points, central pick-up spots and refueling points.
- Maintain a record of transportation resources (location & type) and a running inventory at each facility.
- Coordinate damage assessments and inspections for transportation infrastructure.
- Coordinate restoration or replenishment of critical transportation infrastructure and resources.

Transportation requests not fulfilled by the ESF-1 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

Transportation for any large evacuation of local citizens or reception of citizens from outside the County / State will be coordinated through ESF-1, including Staging Areas.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

### Concept of Operations

#### **General Information**

The ESF-1 / Transportation Primary Agencies work with the EOC Management Team to ensure necessary transportation tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-1 activities as required by the size and demands of the event. The ESF-1 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for incident operations, and to prevent duplication of efforts.

The provision of transportation service is divided into two distinct areas, Government and Industry.

The ESF-1 Coordinator has the responsibility for directing, controlling and coordinating all transportation services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-1 Coordinator determines transportation requirements by establishing priorities and coordinating with adjoining counties in the joint use of transportation resources.

All requests for transportation services and resources will be routed to the ESF-1 / Transportation desk to determine appropriate action.

The priorities for allocation of resources by ESF-1 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for transportation-related disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

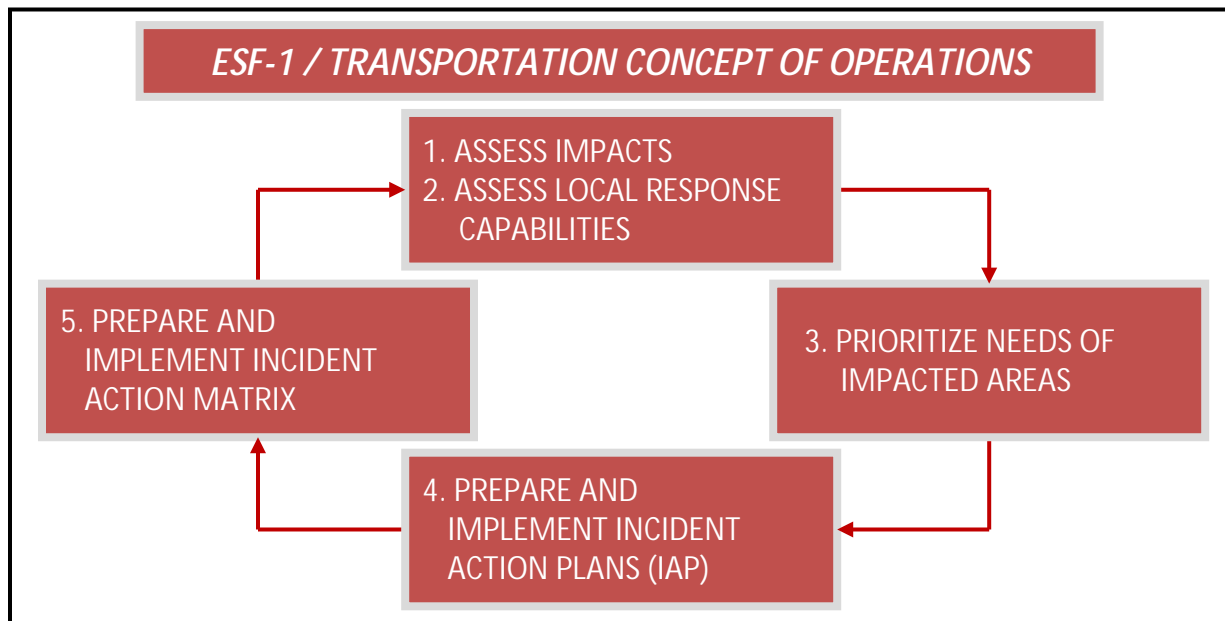
Snow and ice emergencies can seriously disrupt local, state and federal highways. When a snow or ice storm warning is issued for the County, special Winter Storm Transportation Actions may need to be implemented in cooperation with Law Enforcement, Public Works and Emergency Management.

Depending on the incident, transportation of pets or other animals may be needed. This will be coordinated with Kenton County Animal Services.

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

ESF-1 will utilize five fundamental, interrelated functions as illustrated in Figure 1-1: *ESF-1 / Transportation Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the transportation needs of the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.



**Figure 1-1: ESF-1 / Transportation Concept of Operations**

### Notifications

Kenton County Emergency Communications Center (KCECC) is the County's 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director, who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

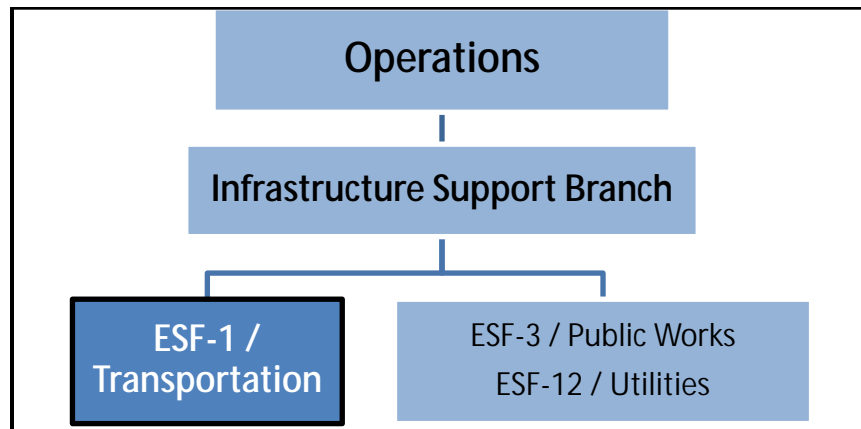
ESF-1 / Transportation will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-1 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-1 / Transportation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of transportation operations for Kenton County and its cities.

The Emergency Operations Plan and corresponding Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-1 / Transportation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Transportation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the EOC structure, ESF-1 / Transportation is located in the Infrastructure Support Branch of Operations as shown in Figure 1-2.



**Figure 1-2: Incident Command System Structure For ESF-1 / Transportation**

The ESF-1 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required transportation assets at the local and regional level. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the transportation resources available at the local level. Requests for transportation assistance will be resolved at the lowest level direction and control facility with appropriate response resources and capabilities.

When the need for transportation resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide transportation resources are utilized.

When needed transportation resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for transportation coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-1 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC’s in more than one County, the lead agency for transportation coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-1 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-1 evaluates and analyzes information regarding transportation requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

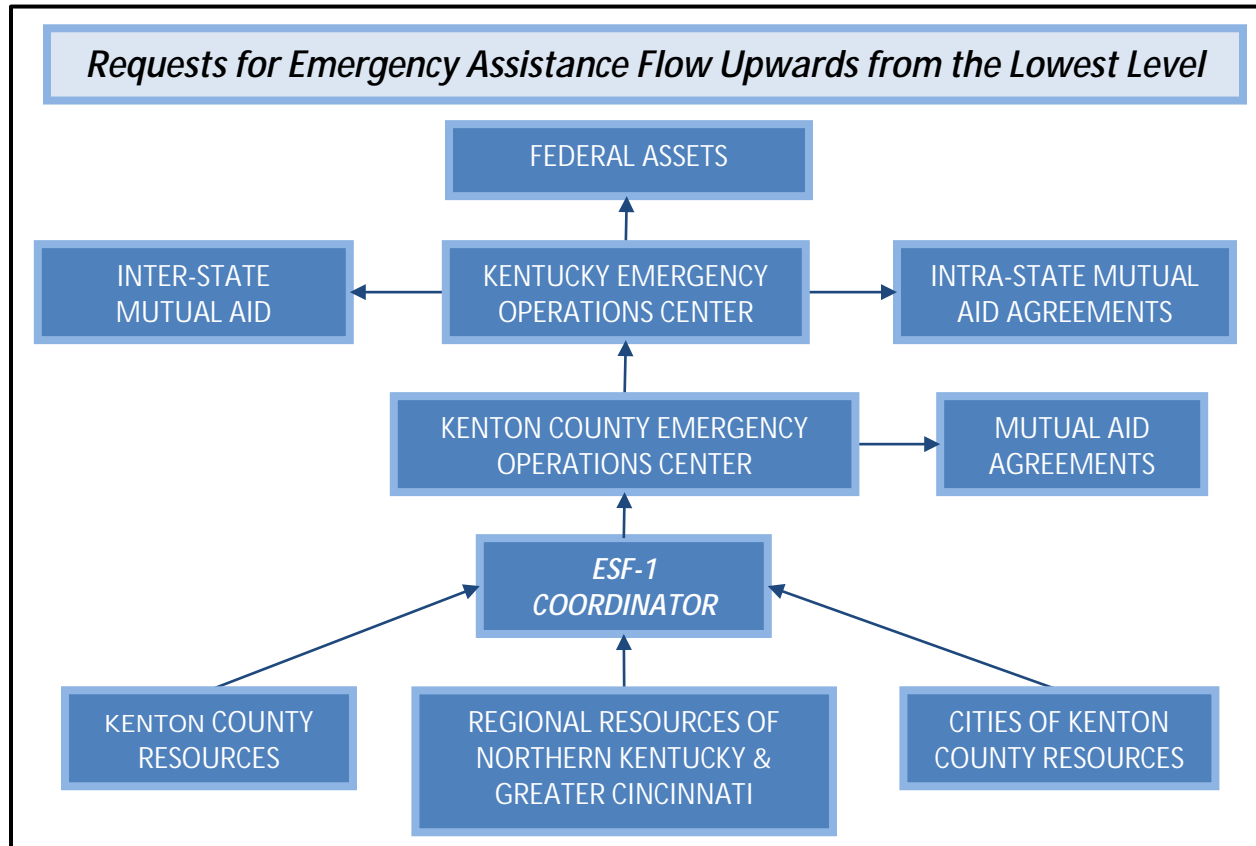
Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 1-3: *Progressive Requests for Emergency / Disaster Resources*.





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION



**Figure 1-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

### Phases Of Management

Actions initiated by ESF-1 / Transportation are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-1 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Transportation for Kenton County and / or other populations.
- Transportation of ambulatory, wheelchair and other special needs populations.
- Transportation of equipment and supplies.
- Catastrophic incident and alternate transportation service facility support.

### **Preparedness Actions**

- Plan with ESF-1 support agencies and other Emergency Support Functions to refine transportation operations, including:
  - Assess the vulnerability of transportation equipment and systems to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to transportation systems with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving transportation services, potential transportation routes, response zones, staging areas, and alternate transportation facilities
  - Develop and train specialized transportation teams
- Prepare and maintain the following items which are necessary for implementation of ESF-1 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical routes and facilities
  - Inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups
  - Administrative and financial procedures to properly document activities of ESF-1 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the transportation needs during disasters, and to restore critical transportation systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

- Develop and present training courses for EOC and ESF-1 / Transportation response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-1 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-1, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-1 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-1 position
- Monitor and direct transportation-related resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of highway and transportation systems to determine usability and reliability levels
- Establish and maintain a transportation system to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Utilize evacuation, deployment or demobilization routes to the extent possible
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-1 requests
- Provide updates on the damage to transportation services, resource shortfalls, and potential impacts on accomplishing the ESF-1 mission
- Participate in developing Incident Action Plans and Situation Reports concerning transportation needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to transportation
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Relay emergency traffic conditions / regulations to all affected personnel
- Coordinate with ESF-1's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Report traffic control signs / signals needed at locations for general navigation through and around the disaster area



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

- Coordinate with ESF 3 / Public Works for equipment and manpower required to clear roads
- Coordinate with ESF-8 / Public Health and Medical Services for emergency medical air transportation

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on transportation systems and resources, and the ability to perform continuity of operations for essential functions
- Provide transportation coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments in the removal of debris and the restoration of transportation infrastructure
- Maintain documentation of all reported damage to transportation agencies and systems
- Continue to provide transportation support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

#### Special Populations

A Special Needs registry is available electronically through the CAD system that includes addresses and critical information.

**Hospitals** - There are 5 medical facilities in Kenton County: *St. Elizabeth Medical Center* hospitals in Covington and Edgewood, *Sun Behavioral Hospital* in Erlanger, *NorthKey Community Care* in Covington and *Encompass Health Rehabilitation Hospital* in Edgewood. St. Elizabeth in Edgewood is the primary emergency care facility in the County. In addition to the local Fire / EMS agencies, AMR and PTS private ambulances (and possibly others at various times) also service these locations. Evacuation plans are in place for the facilities, including transportation resources to support the plans.

**Disabled** - The County is home to 7 Long Term Care (nursing home) facilities, 6 Personal Care (assisted living) facilities, 1 residential Hospice facility, and 1 school / day care for developmentally disabled children and young adults. The facilities are serviced by their local Fire / EMS agency for emergency calls, and AMR or PTS private ambulances (and possibly others at various times) for transport runs. Each facility has a current evacuation plan and has identified transportation resources to support the plan.

**Schools** - There are 5 public school districts encompassing 28 different schools, 17 parochial schools that are affiliated with the Diocese of Covington, and 2 independent private schools in Kenton County. The larger school districts have access to transportation and have transportation plans in place. The smaller districts without transportation work within a Memorandum of Agreement with supporting agencies.

**Day Cares** - There are approximately 96 day care centers. Each facility is required to have an emergency plan on file in the Kenton County HSEM Office, but transportation is generally not part of their plan.

**Jails / Prisons** - The *Kenton County Detention Center* has limited transportation capabilities and would require assistance from other agencies to transport its population and staff to appropriate receiving facilities.

**Children's Homes** – There are two Children's Homes in Kenton County. *Children's Home of Northern Kentucky* is located in Covington and *Diocesan Catholic Children's Home* is located in Ft. Mitchell, both of which are in the northern portion of the County.

**Airport** - The *Greater Cincinnati / Northern Kentucky International Airport* is owned by Kenton County and located in Boone County. The CVG Airport has access to transportation and has transportation plans in place.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

#### Responsibilities

##### **All Agencies Associated With ESF-1:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-1, in the overall functioning of the Kenton County EOC, and how they plan to accomplish their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-1 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-1 in the overall functioning of the Kenton County EOC, and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-1 activities as needed.
- Provide on-going status reports as requested by the ESF-1 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide transportation assistance to affected areas and populations as part of ESF-1. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor transportation services emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal transportation resources into the affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-1 representatives.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION**

- Make requests for transportation assistance to the State ESF-1 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical transportation needs are addressed the quickest.
- Assist with emergency evacuations and re-entry of threatened areas.
- Maintain a current inventory of transportation assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-1 function upon direction from the EOC Manager.

#### **Support / Resource Agencies:**

- Provide information and resources as requested by the ESF-1 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

#### Administration and Support

The ESF-1 / Transportation Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-1 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of transportation services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-1 / Transportation staffing directory (reviewed / updated quarterly).
- ESF-1 / Transportation notification lists (reviewed / updated quarterly).
- Major transportation equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each transportation organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Transportation organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-1 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-1 is responsible for managing financial matters specific to ESF-1 / Transportation activity and related resources that are procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-1 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-1 / Transportation will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-1 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

### Statement of Concurrence ESF-1 / TRANSPORTATION

The signatures appearing below indicate the individuals have the authority to commit resources of the agency represented and agree to the functions and tasks prescribed for this Emergency Support Function.

**ESF-1 PRIMARY AGENCIES:** Kenton County Administrative Offices, Administrative Offices for all cities in Kenton County, Transit Authority of Northern Kentucky, Kenton County Public Schools Transportation Division

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Administrator		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Transit Authority of Northern Ky.		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Public Schools		



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON  
COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support**

### **Function 2-Communication**



**Kenton County Homeland Security  
Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF2 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**

**EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS**

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

**EMERGENCY SUPPORT FUNCTION 2 - COMMUNICATIONS**

***Mission:*** To coordinate and organize communications resources and public alert, warning, and notification systems in preparing for, responding to and recovering from emergency / disaster incidents that impact the citizens of Kenton County.

**ESF-2 COORDINATORS:**

ESF-2	Information Systems / Technology Services		
Primary	Kenton County IT Director	Jessica	Ramsey
Alternate 1	Kenton County IT Network Engineer	Darrin	Gilvin
Alternate 2	Kenton County IT Network Engineer	Dustin	Brown
ESF-2	Communications - KCECC		
Primary	KCECC Director	Ashley	Hawks
Alternate 1	KCECC Assistant Director	David	Leonard
Alternate 2	KCECC Assistant Director	Brent	Cummins
ESF-2	Communications – Altafiber		
Primary	Sr. Director Network Op’s & Reliability	David	Stahl
Alternate 1	Director - Corporate Security	Paula	Papke
Alternate 2	Senior Operations Manager	Eric	Brunner

**Primary Agencies:**

- Kenton County Emergency Communications Center

**Secondary Agencies:**

- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Local Media (Radio, TV, Cable, Newspaper)



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS**

#### **Local Support / Resource Agencies:**

- Altafiber (formerly Cincinnati Bell)
- InDigital 911
- Secondary Public Safety Answering Points (PSAP's)
- Northern Kentucky Independent Health District
- Kentucky Amateur Radio Club
- Communication Services Vendors (Mobilcomm, Harris, Verizon, etc.)

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky State Police, Post 6
- Department of Military Affairs, J6 – Communications
- Commonwealth Office of Technology
- Kentucky Department for Public Health

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

### Purpose

The Communications Emergency Support Function (ESF-2) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support communication and public notification needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-2 / Communications plan:

- Describes the organization and staffing for the provision of communications and public notification support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing communications and public notifications services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of communications and public notification for emergency and disaster situations.

### Scope

The scope of this ESF-2 / Communications includes:

- Provision of communications services during an emergency incident or event in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Provision of public alerts, warnings and notifications before, during and after an incident or event.
- Assessment of damage to communication systems and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available communications systems recovery assistance.
- Provision of technical assistance concerning communications systems before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned communications and / or public notification responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-2 / Communications activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS**

### **Situations and Assumptions**

Situations and assumptions involved in ESF-2 / Communications planning include:

- Communications play a critical role in emergency warning, notification and operations.
- Communication networks and facilities exist and operate throughout Kenton County and surrounding areas, and they are capable of supporting emergency operations.
- Serious disruption and / or overloading of normal communication systems is anticipated in areas experiencing significant impact.
- Timely public warning and emergency information is critical to the safety of the community, helps to maintain calm and helps quell rumors. However, there will be occasions when there will be no time or mechanism for warning the County's population.
- All available forms of information dissemination may be needed to provide timely notification and warning to the general public and special needs populations during an incident.
- Kenton County Homeland Security Emergency Management can issue messages through the CodeRed system and / or the National Weather Service Emergency Alert System.
- Local agencies will utilize their normal communication systems during an emergency situation if they are functional.
- Voice and data communications over the internet may be available for use by the EOC and responding agencies during an incident.
- Areas of the County may be without communications capabilities due to the impact of the incident, some remote communities and isolated groups of individuals may have to be notified door-to-door if time permits.
- Public facilities in Kenton County will receive warnings of disaster / emergency situations through activation of the Kenton County Emergency Alert System receivers in those buildings.
- Special care groups or persons residing in assisted living quarters, such as senior citizens' or nursing homes, may require individual warning notification.
- Regional and / or State assistance may be necessary to procure supplemental communications equipment and / or locate available repair technicians following an incident.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

#### Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-2 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-2 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire / EMS / Law Enforcement agencies, Kenton County HSEM, and other county agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications (secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and private sector resources).

All management decisions regarding County and / or regional communications resource allocations are made at the EOC by the ESF-2 Coordinator. KCECC is the lead agency for ESF-2 and will manage the emergency activities of ESF-2 / Communications.

In accordance with a mission assignment from ESF-2 and further mission tasking by a local primary agency, each support organization assisting in an ESF-2 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-2.

The ESF-2 / Communications system operates at two levels – the Emergency Operations Center and field operations. The ESF-2 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-2 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to communications.
- Evaluate, analyze and prioritize requests for assistance from ESF-2.
- Develop and update assessments of current and anticipated future communications needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide communications support before, during and after an incident / event.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS**

- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of communications and public notification in emergency and disaster situations.
- Coordinate damage assessments and inspections for communication facilities and sites.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for communication and public notification services.
- Coordinate restoration or replenishment of critical communication and public notification capabilities and resources.

Communication requests not fulfilled by the ESF-2 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

### Concept of Operations

#### **General Information**

The ESF-2 / Communications Primary Agencies work with the EOC Management Team to ensure necessary communications and public notification tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-2 activities as required by the size and demands of the event. The ESF-2 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-2 Coordinator has the responsibility for directing, controlling and coordinating all communications services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines communication requirements by establishing priorities and coordinating with adjoining counties in the joint use of communication resources.

All requests for communication-related services and resources will be routed to the ESF-2 / Communications desk to determine appropriate action.

The priorities for allocation of resources by ESF-2 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for communication-related disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-2, through Communications and Information Technology representatives, will support the establishment of communications between key facilities that have an integral role in emergency response and recovery under NIMS. The following are examples of various facilities that must communicate effectively in a disaster and emergency event:

- Kenton County EOC and local government agencies
- Kenton County EOC and State EOC
- Kenton County EOC other operational local and regional EOC's
- Emergency Support Functions and Incident Command System field operations
- Kenton County EOC and area hospitals
- Kenton County EOC and shelters / feeding sites
- Kenton County EOC and distribution sites, staging areas and disaster resource centers



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

The general communications systems required for effective communications capabilities include:

- Telephone (land-line, cellular, satellite)
- Public Safety radios (Fire, EMS, and Law Enforcement)
- Amateur radio support
- Data and facsimile support

ESF-2 will utilize five fundamental, interrelated functions as illustrated in Figure 2-1: *ESF-2 / Communications Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, the business community and volunteer agencies to effectively communicate and provide public notifications during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

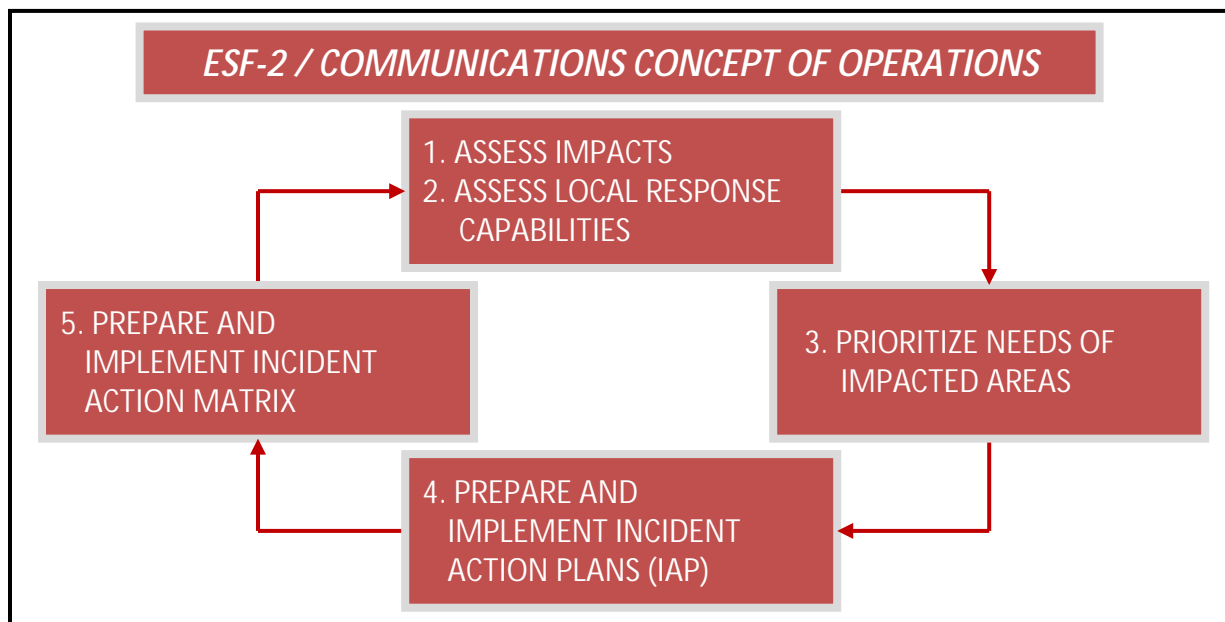


Figure 2-1: ESF-2 / Communications Concept of Operations



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

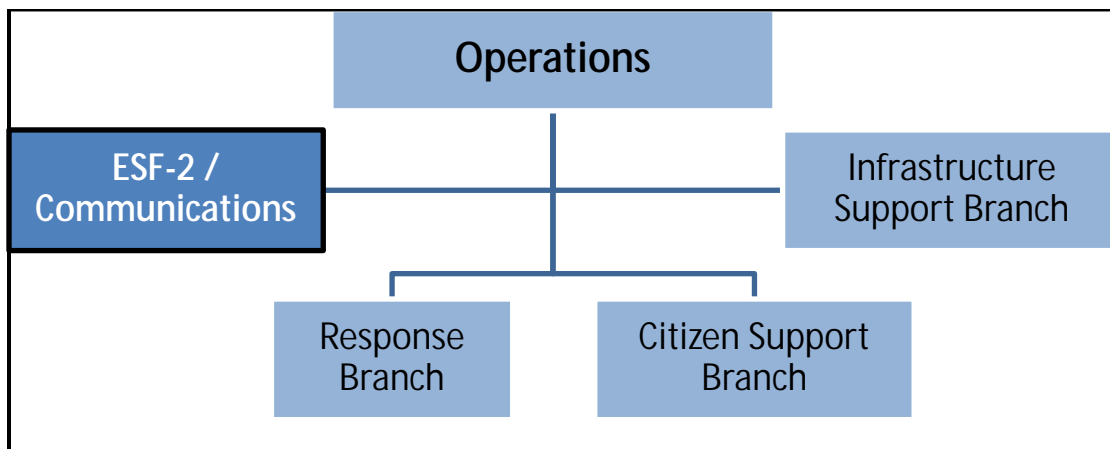
ESF-2 / Communications will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-2 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-2 / Communications is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of communications operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-2 / Communications capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Communications planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-2 / Communications is located in the Operations Section as shown in Figure 2-2.



**Figure 2-2: Incident Command System Structure For ESF-2 / Communications**



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

The ESF-2 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required communications assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the communications resources available at the local level. Requests for communications assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for communications resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide communications resources are utilized.

When needed communications resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for communications coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-2 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for communications coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-2 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-2 evaluates and analyzes information regarding communications requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and

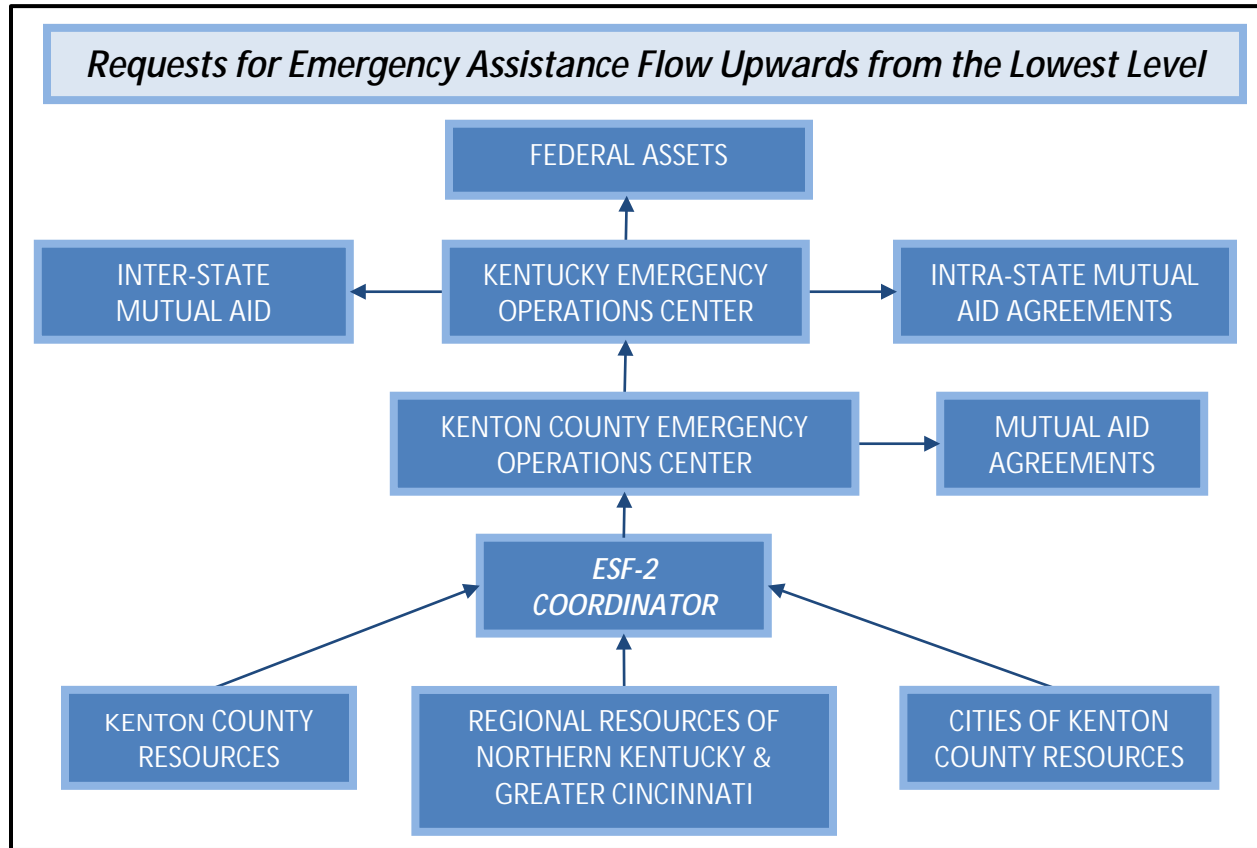


# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 2-3: *Progressive Requests for Emergency / Disaster Resources*.



**Figure 2-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

### Phases Of Management

Actions initiated by ESF-2 / Communications are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-2 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Communication services for all Kenton County emergency response agencies.
- Public alerting, warning and notification related to incidents and / or events when the EOC is activated.
- Communication-related personnel, facilities, equipment and supplies.
- Catastrophic incident and alternate communications service support.

### **Preparedness Actions**

- Plan with ESF-2 support agencies and other emergency support functions to refine communications operations, including:
  - Assess the vulnerability of communications and public notification equipment and systems to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to communications and public notification systems with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions, including 911 call processing, emergency dispatch services, public alerting / warning and 24-hour Warning Point
  - Identify alternative facilities and systems that can serve as backup for communications and dispatch services if a major event prevents secondary PSAPs from assuming or maintaining mission essential functions
  - Identify alternative facilities and systems that can serve as backup for public notification, alerting and warning services if a major event prevents normal procedures from functioning properly
- Prepare and maintain the following items which are necessary for implementation of ESF-2 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging communications assets for rapid deployment
  - Resource inventories and personnel rosters, and mobilization information
  - Information on critical facilities
  - Administrative and financial procedures to properly document activities of ESF-2 during activations



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Contracts and Mutual Aid Agreements that are needed to meet communication needs during disasters, and to restore critical communication systems that have been damaged

- Develop and present training courses for EOC and ESF-2 / Communications response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-2 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-2, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-2 training
- Conduct training and exercises for communications and secondary PSAPs

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-2 position
- Monitor and direct communication-related resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of communications and public notification systems to identify usability and reliability levels
- Establish and maintain communications and public notification systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-2 requests
- Provide updates on the damage to communications systems, resource shortfalls, and potential impacts on accomplishing the ESF-2 mission
- Participate in development of Incident Action Plans, Communications Plans and Situation Reports concerning communications and public notification needs
- Assist in establishing communications among the EOC, ESF's, and appropriate field personnel to ensure readiness and a timely response
- Implement procedures necessary for interoperable communications among all agencies involved in the response and recovery efforts
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities, including:
  - Telephone services (land-line and cellular)
  - TV and Radio stations





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS**

- Newspaper and other print media agencies
- Social media services
- Local businesses involved in communications
- Amateur Radio operators and agencies
- Participate in EOC briefings and attend other necessary meetings to report on items related to communications and public notification
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-2's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on communications and public notification services and resources, and the ability to perform continuity of operations for essential functions
- Provide communications and public notification coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of communications systems
- Maintain documentation of all reported damage to communications and public notification systems
- Continue to provide communication and public notification support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

#### Responsibilities

##### **All Agencies Associated With ESF-2:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-2, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-2 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-2 in the overall functioning of the Kenton County EOC, and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-2 activities as needed.
- Provide on-going status reports as requested by the ESF-2 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide communications and public notification assistance to affected areas and populations as part of ESF-2. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor communications and public notification systems emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal communications resources into the affected areas utilizing designated Staging Areas.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-2 representatives.
- Make requests for assistance to the State ESF-2 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical communication needs are addressed the quickest.
- Maintain a current inventory of communication system assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-2 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-2 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

### Administration and Support

The ESF-2 / Communication Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-2 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of communication services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-2 / Communication staffing directory (reviewed / updated quarterly).
- ESF-2 / Communication notification lists (reviewed / updated quarterly).
- Major communication equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each communication organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Communication organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-2 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-2 is responsible for managing financial matters specific to ESF-2 / Communication activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-2 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-2 / Communications will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-2 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.





# **Kenton County, Kentucky**

## **Emergency Support**

### **Function 3/12-Public Works**



## **Kenton County Homeland Security Emergency Management**

### **Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF3/12 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN  
 COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –  
 INFRASTRUCTURE MANAGEMENT**

**KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
 (Version 059-02-2023)**

**EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS**

**EMERGENCY SUPPORT FUNCTION 12 – ENERGY / UTILITIES**

**COMBINED EMERGENCY SUPPORT FUNCTION 3/12 –  
 INFRASTRUCTURE MANAGEMENT**

***Mission:** To coordinate and organize public works, energy, and other utilities’ resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

**ESF-3/12 COORDINATORS:**

<b>ESF-3</b>	<b>Public Works</b>		
<b>Primary</b>	Kenton County Public Works Director	Nick	Hendrix
<b>Alternate 1</b>	Kenton County Public Works Manager		
<b>Alternate 2</b>	Kenton County Public Works Supervisor	Rick	Buster

<b>ESF-3</b>	<b>Engineering</b>		
<b>Primary</b>	PDS Senior Infrastructure Inspector	Rob	Zwick
<b>Alternate 1</b>	PDS Senior Infrastructure Inspector	Donnie	Edwards
<b>Alternate 2</b>	City Of Fort Mitchell Engineer	Nick	Tewes

<b>ESF-3</b>	<b>Building Inspections/Codes</b>		
<b>Primary</b>	PDS Chief Building Inspector	Brian	Sims
<b>Alternate 1</b>	PDS Associate Building Official	Gary	Forsyth
<b>Alternate 2</b>	PDS Senior Building Official	Tim	Tholemeier

<b>ESF-3</b>	<b>Geographic Information Systems</b>		
<b>Primary</b>	PDS GIS Administrative Director	Trisha	Brush
<b>Alternate 1</b>	PDS GIS Application Devel. Coord.	Christy	Powell
<b>Alternate 2</b>	Geospatial Architect	Tom	East





**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**  
**INFRASTRUCTURE MANAGEMENT**

<b>ESF-12</b>	<b>Emergency Support Function 12 Coordinator</b>		
<b>Primary</b>	Kenton County Asst. Administrator	Scott	Gunning
<b>Alternate 1</b>	KC Public Works Director & Engineer	Nick	Hendrix
<b>Alternate 2</b>	City Of Fort Mitchell Engineer	Nick	Tewes
<b>Alternate 3</b>	KC Public Works Supervisor	Rick	Buster

<b>ESF-12</b>	<b>Utilities - Energy / Duke Energy</b>		
<b>Primary</b>	Vice-President - Community Relations	Rhonda	Whitaker Hurtt
<b>Alternate 1</b>	Community Relations Manager	Cara	Brooks
<b>Alternate 2</b>	Lead Health & Safety Specialist	Susan	Browning

<b>ESF-12</b>	<b>Utilities - Energy / Owen Electric</b>		
<b>Primary</b>	Senior Vice-President - Operations & Technology	Rusty	Williams
<b>Alternate 1</b>	Operations Manager	Brian	Jones
<b>Alternate 2</b>	System Operator	Kevin	Miller
<b>Alternate 3</b>	Technical Services Manager	Tim	Cammack

<b>ESF-12</b>	<b>Utilities - Sanitation District</b>		
<b>Primary</b>			
<b>Alternate 1</b>			
<b>Alternate 2</b>	Environmental Health & Safety Coordinator		

<b>ESF-12</b>	<b>Utilities - Water District</b>		
<b>Primary</b>	Safety Coordinator	Brad	Murphy
<b>Alternate 1</b>	Vice-President - Engineering, Production, Distribution	Amy	Kramer
<b>Alternate 2</b>	Human Resources Manager	Kim	Clemons



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### **Primary Agencies:**

- All Public Works And Road Agencies In Kenton County
- Kentucky Transportation Cabinet (KYTC) District 6 Office
- Duke Energy
- Owen Electric Cooperative

#### **Secondary Agencies:**

- Administrative Offices For Kenton County And All Cities
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- US Army Corps Of Engineers

#### **Local Support / Resource Agencies:**

- PDS Of Kenton County
- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Local Media (Radio, TV, Cable, Newspaper)
- Kenton County Emergency Communications Center
- Altafiber
- Spectrum Cable
- Regional Trash & Waste Disposal Agencies

#### **State Support / Resource Agencies:**

- Kentucky State Police
- Kentucky Motor Vehicle Enforcement
- Kentucky Division of Emergency Management
- Kentucky State Fire Marshal
- Kentucky Department of Military Affairs / Kentucky National Guard

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Purpose

This combined Emergency Support Function (ESF-3 – Public Works and ESF 12 – Energy / Utility) into ESF 3/12 – Infrastructure Management identifies and organizes the resources (human, technical, equipment, facility, materials and supplies) available to Kenton County and it's cities to address and support public infrastructure and utility needs in the event of either a natural or man-made disaster or emergency situation.

The infrastructure systems and utility services specifically identified in this ESF are:

- Government facilities / services
- Electric
- Water / wastewater
- Transportation
- Fossil fuels
- Debris management

The ESF-3/12 Infrastructure Management plan:

- Describes the organization and staffing for the provision of public infrastructure support and debris management to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with repairing and maintaining public utilities infrastructure systems in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of Public Works and Energy / Utilities for emergency and disaster situations.

#### Scope

The scope of ESF 3/12 Infrastructure Management includes:

- Assessment of damage to public infrastructure systems and utility services, and restoration of systems and services to pre-emergency conditions for all affected agencies and jurisdictions in Kenton County.
- Provision of a debris removal process for emergencies and natural disasters for all affected agencies and jurisdictions in Kenton County.
- Coordination with ESF-3/12 support agencies for assistance in helping public infrastructure suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore systems.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Coordination of information between local, state, and federal officials and suppliers about available recovery assistance for public infrastructure systems, utility systems and services, and debris management programs.
- Provision of technical assistance concerning public infrastructure systems, utility systems and services, and debris removal processes before, during and after an incident or event.
- A comprehensive list of critical infrastructure systems can be found in the Kenton County Emergency Operations Plan – Appendix H (Critical Infrastructure FOUO)

This Emergency Support Function applies to all agencies with assigned public works and / or public utilities responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-3/12 Infrastructure Management activities have existing emergency plans and procedures which this plan is designed to complement and support.*

### Situations and Assumptions

Situations and assumptions involved in ESF-3/12 Infrastructure Management planning include:

- County and City governments have an immediate requirement and limited capabilities to provide emergency services for restoration of public utilities (electric, water, wastewater, transportation and fossil fuels) and debris management following a catastrophic incident.
- Restoration of critical public services will require significant effort to repair various infrastructure systems.
- Incidents of all types can result in significant amounts of debris that must be removed to save lives and minimize further damage.
- Debris management will quickly become overwhelming following a catastrophic incident, and will include emergency clearance of debris; cleaning, repairing, or reconstructing damaged emergency access routes; emergency demolition of damaged structures and facilities; and disposal of the debris.
- Damage can include injuries or death to persons and animals, physical damage to property and buildings, and economic loss.
- An immediate need for transportation to move and protect life and property before, during and after an incident will require rapid coordination of repairs to roads and bridges, installation and repair of traffic control devices, and snow / ice removal.
- Catastrophic incidents could block or alter normal channels of transportation in Kenton County. Streets and major transportation routes may be obstructed by large amounts of debris and may be impassable for long periods of time.



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

Emergency access and egress may be restricted in damaged areas, and they may only be initially accessible by air or other alternate means.

- Severe damage may be caused to homes, businesses, public buildings, roadways, bridges, pipes, wires, towers and other forms of infrastructure, resulting in large debris fields that may be hazardous to the health and welfare of citizens in the County.
- Private companies may be needed to assist with debris removal and infrastructure reconstruction.
- Storage and / or disposal of contaminated materials and / or contaminated soil will be a local task, with state and federal support.

### **Direction and Control**

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-3/12 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-3/12 expectations.

All management decisions regarding county and / or regional public works and utility infrastructure resource allocations are made at the EOC by the ESF-3/12 Coordinator. Kenton County Public Works is the lead agency for the combined ESF-3/12 and will manage the emergency activities of ESF-3/12 Infrastructure Management.

In accordance with a mission assignment from ESF-3/12 and further mission tasking by a local primary agency, each support organization assisting in that assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-3/12.

The combined ESF-3/12 Infrastructure Management systems operates at two levels – the Emergency Operations Center and field operations. The ESF-3/12 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-3/12 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to Public Works, utilities, and debris management.
- Assess the capabilities of local government, utility providers, the business community and other involved agencies to effectively prepare for, respond to and recover from an incident or major event.
- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county for a forecasted major event or incident.
- Evaluate, analyze and prioritize requests for assistance from ESF-3/12.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify locations with special needs that will require emergency provision of utility services.
- Coordinate damage assessments and inspections for the following items:
  - Transportation infrastructure, including highways, bridges, railroads, and waterways.
  - Utilities infrastructure, including electric, fossil fuels, water, and sanitation.
  - Waste / Debris Management facilities and systems.
  - Government buildings and facilities.
- Develop and update assessments of current and anticipated future needs and resource requirements for activities involving both public and utility infrastructure, as well as debris management.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for Public Works, utility restoration, and debris management services.
- Coordinate restoration or replenishment of critical Public Works, utility and debris management capabilities and resources.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide both public and utility infrastructure management, as well as debris management, support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of Public Works, utility restoration, and debris management in emergency and disaster situations.

ESF-3/12 requests not fulfilled by the Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

#### **Assistance With Debris Removal**

Kenton County and its cities maintain a comprehensive Debris Management Plan that is a support plan for the EOP. When an incident generates a significant amount of debris, this plan can be implemented through ESF-3/12.

For smaller incidents, there are local and regional sources of assistance available to city and county governments for debris removal. Private firms may need to be contracted for assistance if required and available. Additionally, humanitarian organizations (such as



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

the Brighton Center) may be available to provide assistance. Kenton County HSEM will coordinate this kind of assistance.

If necessary, a Debris Management firm may be selected by the local government agency through a State-approved competitive purchasing process. Duties and responsibilities of the debris management firm would include:

- Management of individual debris hauling / removal contractors selected through a competitive bid process
- Training, management, and oversight of debris monitors
- Preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines

The U.S. Army Corps of Engineers (USACE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the USACE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the USACE can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days.

### **Concept of Operations**

#### **General Information**

The ESF-3/12 Infrastructure Management Primary Agencies work with the EOC Management Team to ensure necessary public works infrastructure, utility services, and debris management tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-3/12 activities as required by the size and demands of the event. The ESF-3/12 Coordinator may need to work in conjunction with other ESF Coordinators to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of Infrastructure Management services are divided into three distinct areas, Government Services, Public Utility Services, and Industry.

The ESF-3/12 Coordinator has the responsibility for directing, controlling and coordinating all public works, public utilities infrastructure, and debris management services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines requirements by establishing priorities and coordinating with adjoining counties in the joint use of available resources.

All requests for public works, utilities, and debris management services and resources will be routed to the ESF-3/12 desk to determine appropriate action.

The priorities for allocation of resources by ESF-3/12 are:



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public works, utilities, and debris management disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-3/12 will utilize five fundamental, interrelated functions as illustrated in Figure 3-1:  
*ESF-3/12 Concept of Operations:*

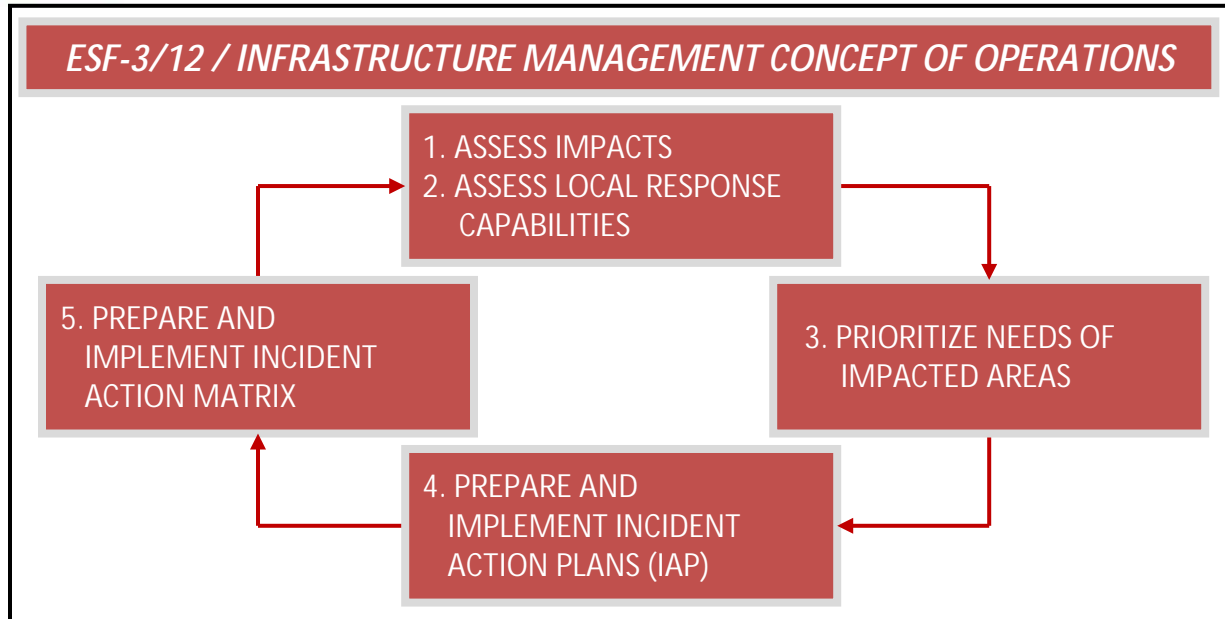
1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, utility companies, the business community and volunteer agencies to effectively provide public services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT



**Figure 3-1: ESF-3/12 Infrastructure Management Concept of Operations**

#### **Notifications**

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-3/12 will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-3/12 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

#### **Organization**

ESF-3/12 is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. . The ICS system supports incident assessment, planning, procurement, deployment and coordination of public works, utilities, public infrastructure and debris management operations for Kenton County and its cities.

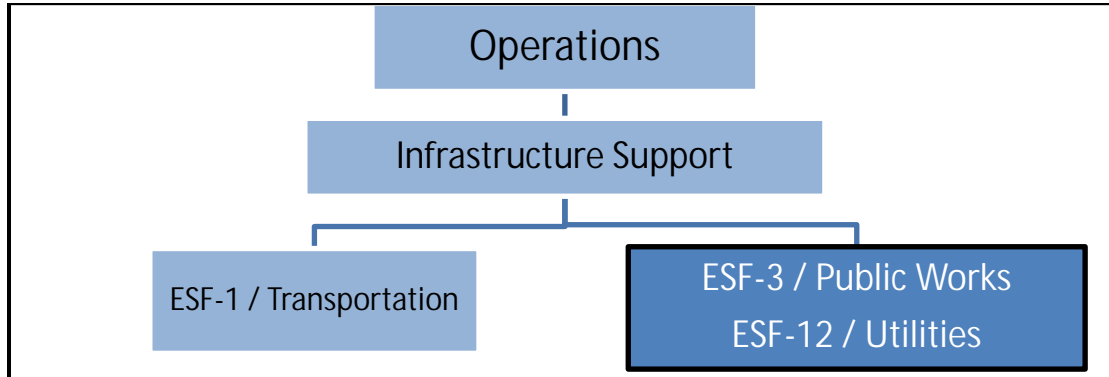
The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-3/12 capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

In the ICS structure, both the ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management functions are located in the Infrastructure Support Branch of the Operations Section as shown in Figure 3-2.



**Figure 3-2: Incident Command System Structure For ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management**

The ESF-3/12 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required public works, public infrastructure and debris management assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the public works and utility resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for public works, utilities, public infrastructure or debris management resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for public works, utilities, public infrastructure or debris management coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-3/12 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for public works, utilities, public infrastructure or debris management coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

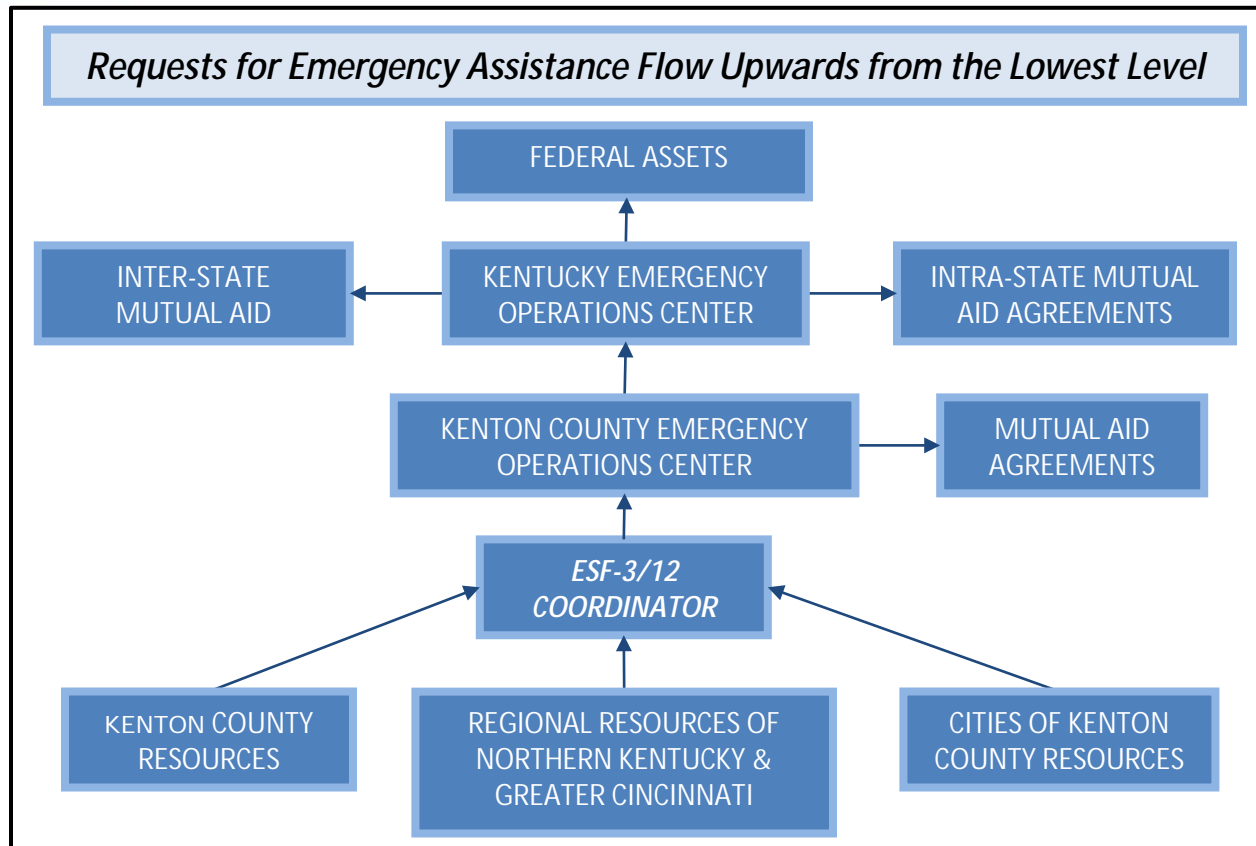
During an emergency or disaster event, ESF-3/12 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-3/12 evaluates and analyzes information regarding public works, utilities, public infrastructure or debris management requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 3-3: *Progressive Requests for Emergency / Disaster Resources*.

# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT



**Figure 3-3: Progressive Requests for Emergency / Disaster Resources**

### Phases Of Management

Actions initiated by ESF-3/12 are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-3/12 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Public Works services for all Kenton County local government agencies, including infrastructure repair / recovery and debris management.
- Public utility infrastructure restoration services for electric, fossil fuels, water and wastewater.
- ESF-3/12 mission-related personnel, facilities, equipment and supplies.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Preparedness Actions

- Plan with ESF-3/12 support agencies and other Emergency Support Functions to refine critical public works and utility operations, including:
  - Assess the vulnerability of infrastructure systems to the effects of natural, technological and man-made hazards
  - Assess worst-case scenario damage to infrastructure systems with emphasis on scenarios that will cause the loss of system functionality
  - Identify critical systems and functions, and evaluate ways to provide rapid restoration or replacement alternatives for them in the case of damage or destruction
  - Identify alternative facilities and systems that can serve as backup for public works and / or public utilities services in the case of damage or destruction
- Prepare and maintain the following items which are necessary for implementation of ESF-3/12 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories and personnel rosters, including construction contractors and engineering firms with active contracts who would be available for infrastructure repairs
  - Resource mobilization information
  - Information on critical facilities, including a prioritized list of critical public structures and facilities
  - Information on facilities and structures which could pose an immediate hazard or safety risk to public health and may require demolition or stabilization
  - Administrative and financial procedures to properly document activities of ESF-3/12 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the Public Works, utility, infrastructure, and Debris Management needs during disasters, and to restore critical systems that have been damaged
- Develop and present training courses for EOC and ESF-3/12 response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-3/12 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-3/12, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-3/12 training



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-3/12 position
- Monitor and direct ESF-3/12 resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation or scheduled event
- Assess damages and disruptions of public works and public utilities infrastructure systems to identify usability and reliability levels
- Establish and maintain infrastructure management systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-3/12 requests
- Provide updates on the damage to public infrastructure systems and utility services, resource shortfalls, and potential impacts on accomplishing the ESF-3/12 mission
- Participate in development of Incident Action Plans and Situation Reports concerning public works, utilities, public infrastructure, and debris management needs
- Implement procedures necessary for providing critical public works services and public infrastructure system restoration
- Implement procedures necessary for providing emergency debris management services until such time as long-term services can be implemented
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities, including:
  - Transportation infrastructure, including bridges, railroads, and waterways
  - Electrical production and distribution systems
  - Fossil fuel production and distribution systems (natural gas, LP gas, etc.)
  - Potable water production and distribution systems
  - Wastewater treatment and distribution systems
  - Debris removal and management systems
- Participate in EOC briefings and attend other necessary meetings to report on ESF-3/12 items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Coordinate with ESF-3/12's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on public works, government facilities and public utilities, including the ability to perform continuity of operations for essential functions
- Coordinate with the Kenton County Solid Waste Department, who is the agency responsible for disposal of debris. Depending on the magnitude of the disaster, permits for emergency landfills and waivers for the burning of debris may be required.
- Coordinate assistance to local governments and response agencies in the restoration of public works, government facilities and public utilities
- Maintain documentation of all reported damage to public works, government facilities and public utilities
- Continue to provide support for public works, government facilities and public utilities as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Responsibilities

#### **All Agencies:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-3/12, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of ESF-3/12 roles and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-3/12 in the overall functioning of the Kenton County EOC, and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-3/12 activities as needed.
- Provide on-going status reports as requested by the ESF-3/12 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public works, utilities, public infrastructure and debris management services to affected areas and populations as part of ESF-3/12. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor public works, utilities, public infrastructure and debris management systems emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal public works, utilities, public infrastructure and debris management resources into the affected areas utilizing designated Staging Areas.





## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-3/12 representatives.
- Make requests for assistance to the State ESF-3/12 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical needs are addressed the quickest.
- Maintain a current inventory of public works, utilities, public infrastructure and debris management system assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-3/12 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-3/12 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.

### **Administration and Support**

The ESF-3/12 Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-3/12 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of public works, public utilities and associated services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-3/12 staffing directory (reviewed / updated quarterly).
- ESF-3/12 notification lists (reviewed / updated quarterly).



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Major ESF-3/12 equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public works, public utility and debris management organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Public works, public utility and debris management organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-3/12 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-3/12 is responsible for managing financial matters specific to ESF-3/12 activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-3/12 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-3/12 will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-3/12 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**  
**INFRASTRUCTURE MANAGEMENT**

**Statement of Concurrence ESF-3 / PUBLIC WORKS &**  
**ESF-12 / ENERGY / UTILITIES**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this combined Emergency Support Function.

**ESF-3/12 PRIMARY AGENCIES:** Kenton County Public Works, Kentucky Department Of Transportation – District 6, All Public Works Agencies For Cities In Kenton County, Duke Energy, Owen Electric Cooperative

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Public Works Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kentucky Department Of Transportation – District 6 Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Duke Energy		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Owen Electric Cooperative		



# Kenton County, Kentucky

## Emergency Support

### Function 4 - Fire Fighting

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## Kenton County Homeland Security Emergency Management

### Authority

**Kenton County Fiscal Court**

Judge Executive Kris Knochelmann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF4 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

### ***EMERGENCY SUPPORT FUNCTION 4 - FIREFIGHTING***

***Mission:*** To coordinate and organize firefighting and rescue resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

#### **ESF-4 COORDINATORS:**

<b>ESF-4</b>	<b>Firefighting</b>		
<b>Primary</b>	Covington Fire Chief	Mark	Pierce
<b>Alternate 1</b>	Elsmere Fire Chief	Paul	LaFontaine
<b>Alternate 2</b>	Crescent Springs / Villa Hills Fire Chief	Jeff	Wendt

#### **Primary Agencies:**

- Kenton County Fire Chiefs Association

#### **Local Support / Resource Agencies:**

- Kenton County Homeland Security Emergency Management
- All Fire / EMS and Rescue Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Kenton County Emergency Communications Center
- Fire / EMS and Rescue agencies from neighboring counties
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- American Red Cross
- Salvation Army

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky State Fire Marshal's Office



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING**

- Kentucky Fire Commission
- Kentucky Department Of Transportation
- Kentucky Division Of Forestry
- Kentucky Department For Environmental Protection

#### **Federal Support / Resource Agencies:**

- National Weather Service Office – Wilmington, Ohio
- US Coast Guard
- US Forest Service

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

### Purpose

The Firefighting Emergency Support Function (ESF-4) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support firefighting and rescue needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-4 / Firefighting plan:

- Describes the organization and staffing for the provision of firefighting and rescue services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing firefighting and rescue services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of firefighting and rescue for emergency and disaster situations.

### Scope

The scope of ESF-4 / Firefighting includes:

- Provision of firefighting and rescue services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of damage to firefighting and rescue services and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available firefighting and rescue services recovery assistance.
- Provision of technical assistance concerning firefighting and rescue services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned firefighting and rescue responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-4 / Firefighting activities have existing emergency plans and procedures which this plan is designed to complement and support.*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

#### Situations and Assumptions

Situations and assumptions involved in ESF-4 / Firefighting planning include:

- Fire protection, firefighting and rescue operations are challenges faced daily by local fire departments and rescue squads.

These activities become even more intense during emergency / multi-hazard situations such as catastrophic fires, major hazardous materials incidents, flooding, widespread power outages, loss of supporting critical infrastructure, etc.

Such occurrences require training and equipment for specialized emergency firefighting, hazardous materials response, and rescue activities including provisions for extended mass care / triage operations and extensive decontamination operations.
- Available fire protection and rescue personnel and equipment within Kenton County will be able to cope with most emergency situations using local resources and mutual aid agreements, when necessary.
- The fire, EMS and rescue agencies within Kenton County are prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency operations.
- Fire emergencies may reach such magnitudes as to require resources from adjacent local, state, federal, or private organizations beyond the scope of normal local mutual aid agreements. When local resources do not exist or are depleted, outside assistance may not arrive on scene for many hours.
- The potential for fire during a major incident may result in the same level of mobilization as an actual fire.
- There is the potential for major disruption or immobilization of local fire service resources due to actions directed at the fire resources (terrorism, civil disturbances, bombing, blackmail) or natural disaster (tornado, earthquake).
- Any disaster may necessitate mobilization of fire service resources for the preservation and protection of life and property from threats other than fire. Local fire services may become involved in operations that do not directly involve fires and may be utilized to augment other emergency services personnel during major disasters.
- Drought conditions can be a contributing factor to wild land and forest fires, and those areas can become exceptionally vulnerable to arson.
- A catastrophic earthquake could result in many urban, rural and wild land fires which rapidly overwhelm local fire services.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

#### Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-4 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-4 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional firefighting and rescue service resource allocations are made at the EOC by the ESF-4 Coordinator. Kenton County Fire Chiefs Association is the lead agency for ESF-4 and will manage the emergency activities of ESF-4 / Firefighting.

In accordance with a mission assignment from ESF-4 and further mission tasking by a local primary agency, each support organization assisting in an ESF-4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-4.

The ESF-4 / Firefighting system operates at two levels – the Emergency Operations Center and field operations. The ESF-4 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-4 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to firefighting and rescue services.
- Evaluate, analyze and prioritize requests for assistance from ESF-4.
- Develop and update assessments of current and anticipated future firefighting and rescue needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use this intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 4 –** **FIREFIGHTING**

- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide firefighting and rescue services and support before, during and after an incident / event.
- Coordinate with other ESF's (particularly ESF-9 / Search & Rescue and ESF-10 / Hazardous Materials) to provide resources and avoid duplication of efforts for firefighting and rescue services.
- Coordinate damage assessments and inspections for firefighting facilities and sites.
- Coordinate restoration or replenishment of firefighting and rescue capabilities and resources.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of firefighting and rescue in emergency and disaster situations.

Transportation requests not fulfilled by the ESF-4 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

### Concept of Operations

#### General Information

The ESF-4 / Firefighting Primary Agencies work with the EOC Management Team to ensure necessary firefighting and rescue tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-4 activities as required by the size and demands of the event. The ESF-4 Coordinator may need to work in conjunction with other ESF's, particularly ESF-9 / Search & Rescue and / or ESF-10 / Hazardous Materials, to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-4 Coordinator has the responsibility for directing, controlling and coordinating all firefighting and rescue services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-4 Coordinator determines firefighting and rescue requirements by establishing priorities and coordinating with adjoining counties in the joint use of firefighting and rescue resources.

All requests for firefighting and rescue related services and resources will be routed to the ESF-4 desk to determine appropriate action.

The priorities for allocation of resources by ESF-4 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for firefighting and rescue services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-4 will utilize five fundamental, interrelated functions as illustrated in Figure 4-1: *ESF-4 / Firefighting Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide firefighting and rescue services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

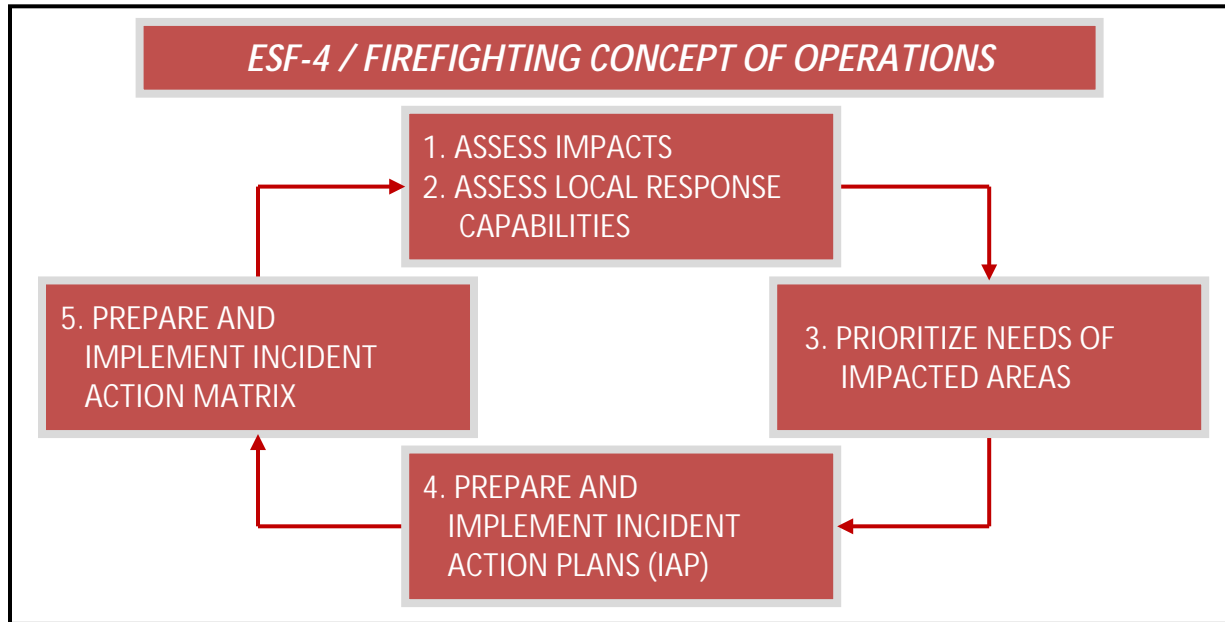


Figure 4-1: ESF-4 / Firefighting Concept of Operations

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-4 / Firefighting will be activated or placed on standby by upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-4 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-4 / Firefighting is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS



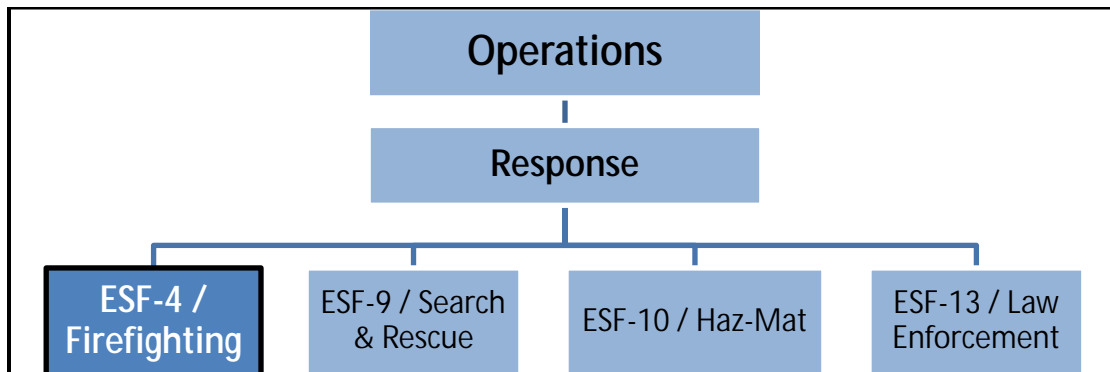
# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

system supports incident assessment, planning, procurement, deployment and coordination of firefighting and rescue operations for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-4 / Firefighting capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Firefighting and rescue services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the EOC structure, ESF-4 / Firefighting is located in the Response Branch of the Operations Section as shown in Figure 4-2.



**Figure 4-2: Incident Command System Structure For ESF-4 / Firefighting**

The ESF-4 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required firefighting and rescue assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

#### **Initial Response And Escalation**

The initial response to an emergency / disaster situation is met by the use of the firefighting and rescue resources available at the local level. Requests for firefighting and rescue assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for firefighting and rescue resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide firefighting and rescue resources are utilized.

When needed firefighting and rescue resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for firefighting and rescue services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-4 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for firefighting and rescue services coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

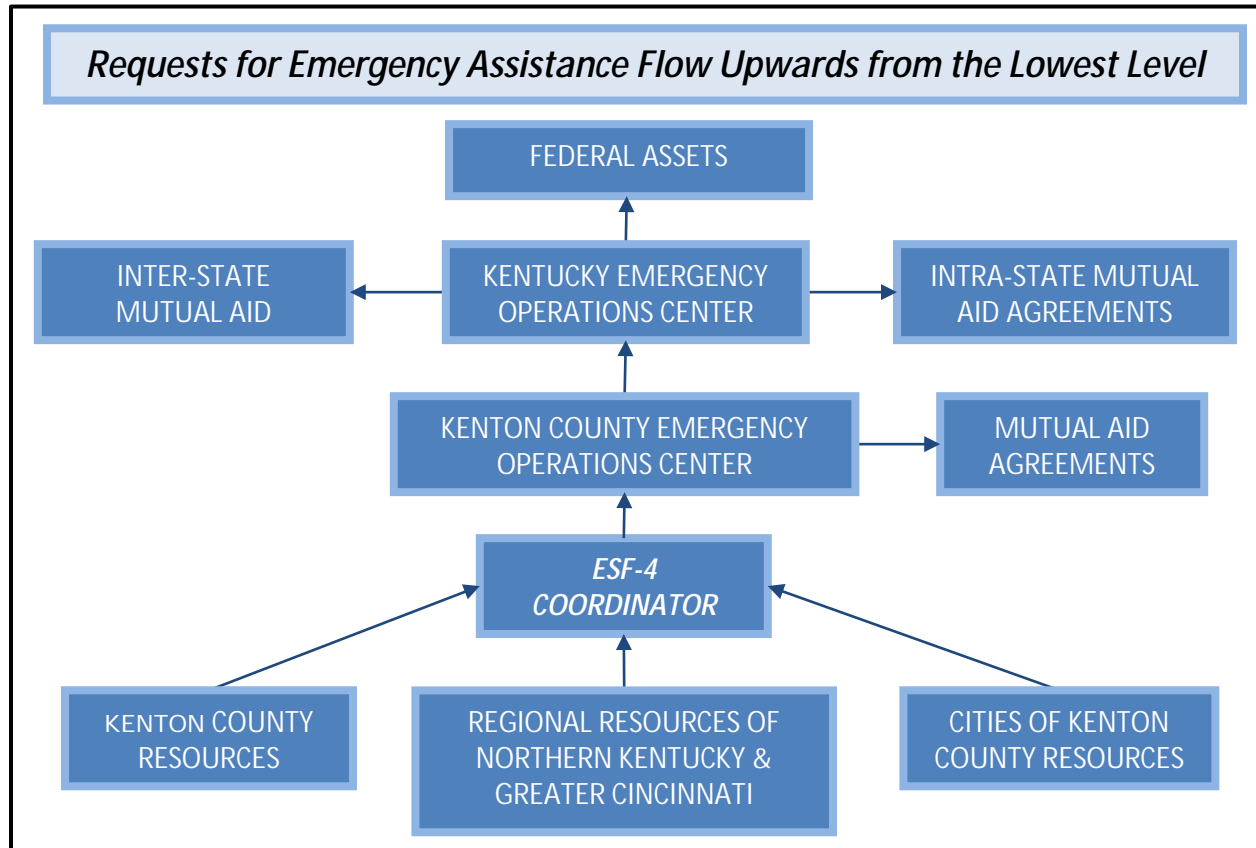
During an emergency or disaster event, ESF-4 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-4 evaluates and analyzes information regarding firefighting and rescue services requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 4-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING



**Figure 4-3: Progressive Requests for Emergency / Disaster Resources**



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

#### Phases Of Management

Actions initiated by ESF-4 / Firefighting are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-4 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Firefighting and rescue services for all Kenton County emergency response agencies.
- Firefighting and rescue-related personnel, facilities, equipment and supplies.

#### **Preparedness Actions**

- Plan with ESF-4 support agencies and other Emergency Support Functions to refine firefighting and rescue operations, including:
  - Assess of the vulnerability of firefighting and rescue services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to firefighting and rescue services with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving firefighting and rescue services
  - Identify alternative systems and services that can serve as backup for firefighting and rescue services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-4 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical facilities
  - Administrative and financial procedures to properly document activities of ESF-4 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the fire and rescue needs during disasters, and to restore critical fire and rescue systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-4 / Firefighting response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Assign, train and schedule sufficient personnel to conduct ESF-4 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-4, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-4 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-4 position
- Monitor and direct firefighting and rescue resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of firefighting and rescue services to identify usability and reliability levels
- Establish and maintain firefighting and rescue systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-4 requests
- Provide updates on the damage to firefighting and rescue services, resource shortfalls, and potential impacts on accomplishing the ESF-4 mission
- Participate in development of Incident Action Plans and Situation Reports concerning firefighting and rescue services needs
- Participate in EOC briefings and attend other necessary meetings to report on firefighting and rescue services items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-4's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on firefighting and rescue services and resources, and the ability to perform continuity of operations for essential functions
- Provide firefighting and rescue services coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of firefighting and rescue services



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING**

- Maintain documentation of all reported damage to firefighting and rescue facilities and equipment
- Continue to provide firefighting and rescue support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

#### Responsibilities

##### **All Agencies Associated With ESF-4:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-4, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the ESF-4 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-4 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-4 activities as needed.
- Provide on-going status reports as requested by the ESF-4 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide firefighting and rescue services assistance to affected areas and populations as part of ESF-4. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor firefighting and rescue services response and recovery efforts.
- Coordinate all mutual aid, State and Federal firefighting and rescue resources into the affected areas utilizing designated Staging Areas.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-4 representatives.
- Make requests for assistance to the State ESF-4 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical firefighting and rescue needs are addressed the quickest.
- Maintain a current inventory of firefighting and rescue services assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-4 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-4 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.

### Administration and Support

The ESF-4 / Firefighting Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-4 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of firefighting and rescue services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-4 / Firefighting staffing directory (reviewed / updated quarterly).
- ESF-4 / Firefighting notification lists (reviewed / updated quarterly).



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Major firefighting and rescue equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each firefighting and rescue organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Firefighting and rescue organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-4 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-4 is responsible for managing financial matters specific to ESF-4 / Firefighting activity and related resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-4 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-4 / Firefighting will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-4 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

### Statement of Concurrence ESF-4 / FIREFIGHTING

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF 4 PRIMARY AGENCY:** Kenton County Fire Chiefs Association

_____	_____	_____
(Signature)	(Printed Name)	(Date)
ESF 4 Primary ESF Coordinator	Mark Pierce	



# **Kenton County, Kentucky**

## **Emergency Support Function**

### **5-Emergency Management**

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## **Kenton County Homeland Security Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochelmann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF5 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

### ***EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT***

***Mission:*** To coordinate and organize Emergency Management resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

#### **ESF-5 COORDINATORS:**

<b>ESF-5</b>	<b>Emergency Management</b>		
<b>Primary</b>	KCHSEM Director	Steve	Hensley
<b>Alternate 1</b>	KCHSEM Deputy Director	Todd	Schulkers
<b>Alternate 2</b>	KCHSEM Deputy Director	Ron	Becker

#### **Primary Agencies:**

- Kenton County Fiscal Court, Judge Executive and Commissioners
- Mayor and Commission / Council Members For All Cities In Kenton County
- Kenton County Homeland Security Emergency Management

#### **Local Support / Resource Agencies:**

- Kenton County Coroner’s Office
- Kenton County Police Department
- Kenton County Sheriff’s Office
- Fire & EMS Agencies For All Of Kenton County
- Kenton County Fire Chiefs Association
- Law Enforcement Agencies For All Cities In Kenton County
- Kenton County Public Works
- Public Works Agencies For All Cities In Kenton County
- Kenton County Emergency Communications Center

#### **Regional Support / Resource Agencies:**

- Emergency Management Agencies from neighboring counties
- Fire / EMS, Rescue, Law Enforcement and Public Works agencies from neighboring counties





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- Sanitation District #1 Of Northern Kentucky
- Altafiber
- American Red Cross
- Salvation Army

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky State Police
- Kentucky State Fire Marshal's Office
- Kentucky Department Of Transportation
- Kentucky Department For Environmental Protection

#### **Federal Support / Resource Agencies:**

- Federal Emergency Management Agency (FEMA)
- Federal Bureau Of Investigations (FBI)
- National Weather Service Office – Wilmington, Ohio

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

### Purpose

The Emergency Management Emergency Support Function (ESF-5) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support emergency management needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-5 / Emergency Management plan:

- Describes the organization and staffing for the provision of emergency management services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing emergency management services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary objectives of emergency management for emergency and disaster situations.

### Scope

The scope of ESF-5 / Emergency Management includes:

- Provision of emergency management services, including the management and operations of an EOC, during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of damage to emergency management systems and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available emergency management services recovery assistance.
- Provision of technical assistance concerning emergency management services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned emergency management responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-5 / Emergency Management activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

### **Situations and Assumptions**

Situations and assumptions involved in ESF-5 / Emergency Management planning include:

- In the event of a major or catastrophic incident in Kenton County or any of its Cities, the affected jurisdiction(s) will require support and assistance in mitigation, response and recovery efforts.
- Agencies of local government, along with non-governmental organizations, relief agencies and the private sector will provide support to restore essential services.
- In the event of a threatened or actual incident, local government responsibilities will include public warning, evacuation and / or sheltering, treating the injured, returning evacuees and restoring essential services.
- Disasters and emergencies may reach such magnitudes as to require resources from adjacent local, state, federal, or private organizations beyond the scope of normal local mutual aid agreements.
- There is the potential for major disruption or immobilization of local emergency response resources due to actions directed at government services (terrorism, civil disturbances, bombing, blackmail) or natural disaster (tornado, earthquake).
- The emergency response agencies within Kenton County are prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency operations.
- Emergency response agencies and personnel may be needed for assistance in operations that do not directly involve their normal types of duties, and may be utilized to augment other emergency services personnel during major disasters.
- When local resources do not exist or are depleted, outside assistance may be available through other local, state, and federal government agencies, but may not arrive on scene for many hours.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

#### **Direction and Control**

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-5 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-5 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional emergency management resource allocations are made at the EOC by the ESF-5 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency for ESF-5 and will manage the emergency activities of ESF-5 / Emergency Management.

In accordance with a mission assignment from ESF-5 and further mission tasking by a local primary agency, each support organization assisting in an ESF-5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-5.

The ESF-5 / Emergency Management system operates at two levels – the Emergency Operations Center and field operations.

The ESF-5 Coordinator will:

- Serve as the Kenton County EOC Director.
- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster.
- Evaluate and analyze information regarding incident management needs and services.
- Develop and update assessments of current and anticipated incident needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish incident priorities, assign objectives to appropriate ESF's or agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

- Coordinate with other ESF's to provide resources and avoid duplication of efforts for services.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide incident response services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of emergency management objectives in emergency and disaster situations.

### **Concept of Operations**

#### **General Information**

The ESF-5 Coordinator will serve as the Kenton County EOC Director and manage the operations of the EOC. The ESF-5 Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-5 activities as required by the size and demands of the event. ESF-5 coordinates with the EOC Operations, Logistics, Planning and Finance / Administration sections as well as all associated ESF's to provide assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

Emergency management functions are divided into two distinct areas, Government and Industry.

The ESF-5 Coordinator has the responsibility for directing, controlling and coordinating all emergency management services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines emergency management requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

The priorities for allocation of resources by ESF-5 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for emergency management disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

ESF-5 will utilize five fundamental, interrelated functions as illustrated in Figure 5-1: *ESF-5 / Emergency Management Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

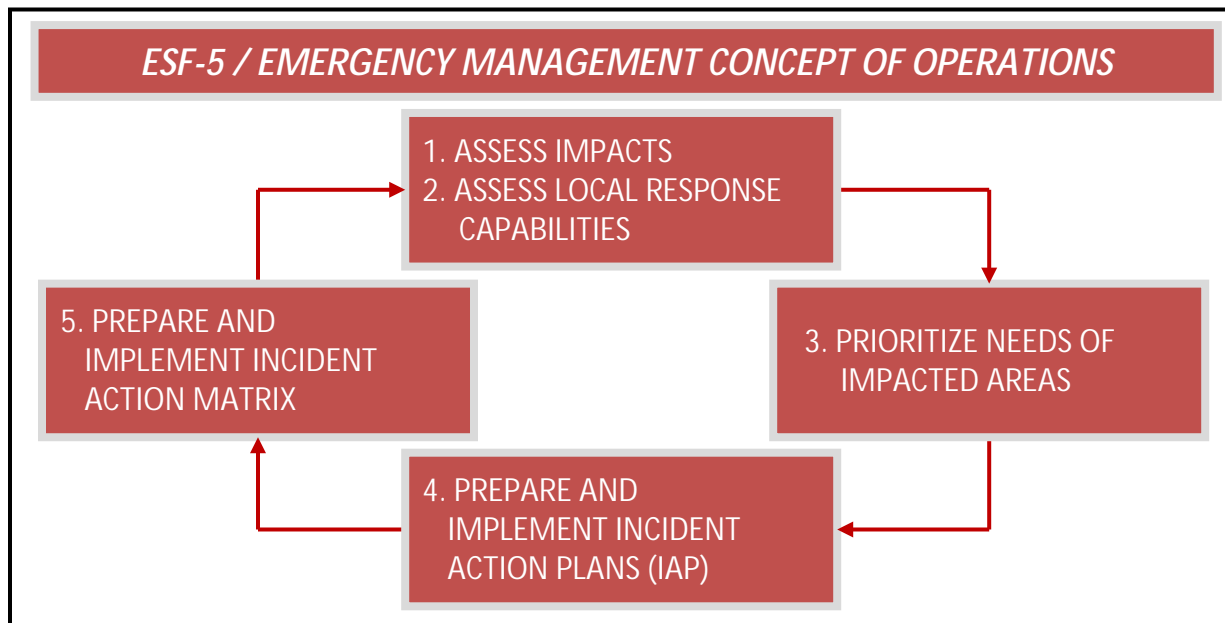


Figure 5-1: ESF-5 / Emergency Management Concept of Operations

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

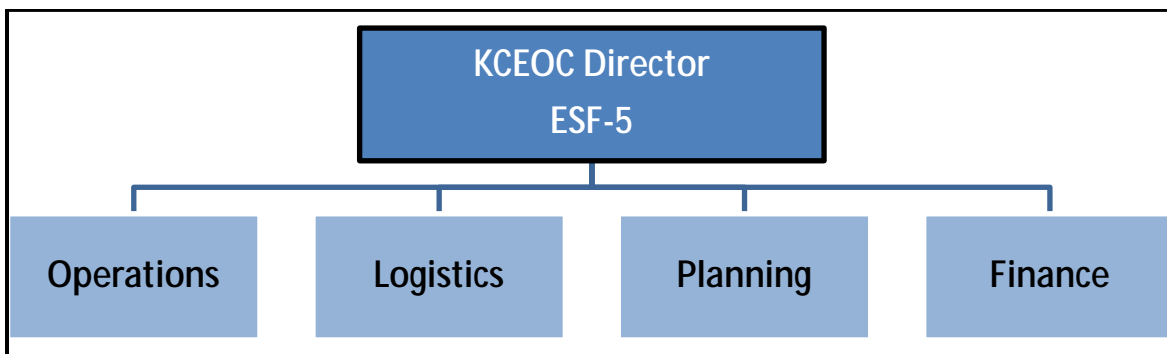
Any time the Kenton County EOC is activated, ESF 5 is automatically activated. Upon activation, the ESF-5 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### **Organization**

ESF-5 / Emergency Management is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of incident operations for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-5 / Emergency Management capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Emergency planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-5 / Emergency Management operates as the Emergency Operations Center Director as shown in Figure 5-2.



**Figure 5-2: Incident Command System Structure For ESF-5 / Emergency Management**

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the resources available at the local level. Requests for emergency and disaster-related assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for incident resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate lead state agency. That agency can designate a liaison to the Kenton County EOC to assist ESF-5 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

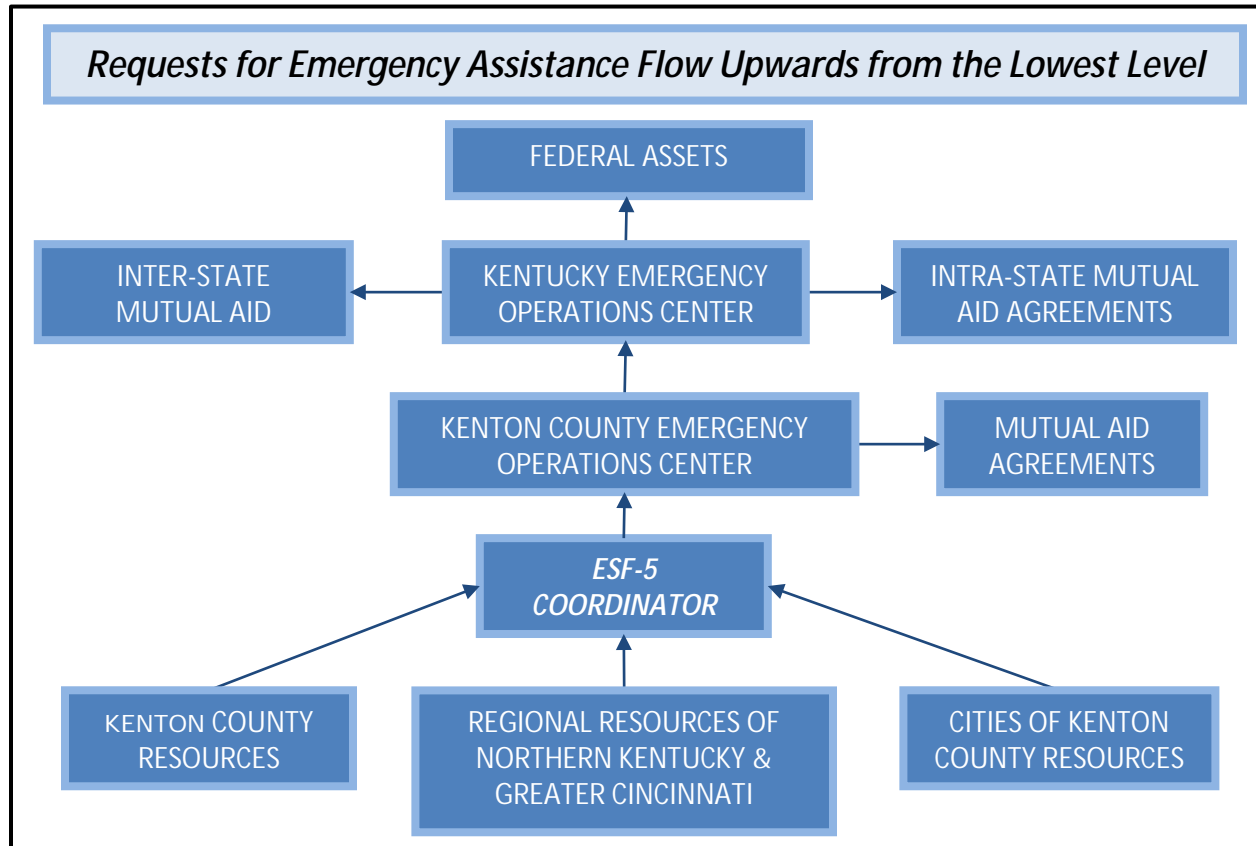
Upon activation of EOC's in more than one county, the lead agency at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State EOC evaluates and analyzes information regarding incident resource and service requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 5-3: *Progressive Requests for Emergency / Disaster Resources*.



**EMERGENCY SUPPORT FUNCTION 5 –  
EMERGENCY MANAGEMENT**



**Figure 5-3: Progressive Requests for Emergency / Disaster Resources**

**Intelligence Collection and Analysis**

The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: risk assessment; impact assessment and immediate response; and sustained response and initial recovery.

There are three types of ESF-5 assessments:

- Pre-disaster assessments (predicted impacts), which uses GIS and other predictive tools to estimate disaster impacts.
- Immediate, post-disaster impact assessments which focus on:
  - Disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services
  - Local response capabilities and immediate needs
- Post-disaster damage assessments, which assess buildings, infrastructure and debris.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

#### Phases Of Management

Actions initiated by ESF-5 / Emergency Management are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-5 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of a wide variety of emergency and incident response and recovery services.

#### **Preparedness Actions**

- Plan with ESF-5 support agencies and other Emergency Support Functions to refine emergency management operations, including:
  - Assess of the vulnerability of resources and services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess of worst-case scenario damage to resources and services with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving emergency management services
  - Identify alternative systems and services that can serve as backup for resources and services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-5 and EOC operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical infrastructure and facilities
  - Administrative and financial procedures to properly document activities of ESF-5 during activations
  - Contracts and Mutual Aid Agreements that are needed during disasters and to restore systems and / or services that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-5 / Emergency Management response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-5 and EOC operations for an extended period of time
- Maintain liaison with support agencies



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Conduct All Hazards exercises involving ESF-5, and incorporate disaster intelligence into those training exercises

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the EOC and ESF-5 position
- Monitor and direct resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of resources and services to identify usability and reliability levels
- Establish and maintain emergency management systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to incident requests
- Participate in development of Incident Action Plans, Communications Plans and Situation Reports
- Establish communications with appropriate field personnel to ensure readiness and a timely response
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities
- Participate in EOC briefings and attend other necessary meetings
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate movement of resources into the affected areas from designated staging areas as needed
- Coordinate with ESF-5's (or like functions) and / or EOC's in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on services and resources, and the ability to perform continuity of operations for essential functions
- Provide coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of resources and services



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

- Maintain documentation of all reported damage to facilities and equipment
- Continue to provide support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters

### **Responsibilities**

#### **All Agencies Associated With ESF-5:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-5, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the ESF-5 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-5 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with emergency management services and activities as needed.
- Provide on-going status reports as requested by the ESF-5 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide emergency management assistance to affected areas and populations as part of ESF-5. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the State EOC for resource requests
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor incident response and recovery efforts.
- Coordinate all mutual aid, State and Federal resources into the affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-5 representatives.
- Make requests for assistance to the State EOC as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical needs are addressed the quickest.
- Maintain a current inventory of resources, services and assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate ESF-5 and EOC functions once the incident or emergency is over and those functions are no longer needed.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-5 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

#### Administration and Support

The ESF-5 / Emergency Management Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of emergency management services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-5 / Emergency Management staffing directory (reviewed / updated quarterly).
- ESF-5 / Emergency Management notification lists (reviewed / updated quarterly).
- Major facilities and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each organization or agency which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

ESF-5 support organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-5 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-5 is responsible for managing financial matters specific to ESF-5 / Emergency Management activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT**

provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-5 or an appropriate EOC representative may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-5 / Emergency Management will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, Kenton County HSEM will facilitate a critique of the group activities during the emergency / incident / exercise with involved agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.







# **Kenton County, Kentucky**

## **Emergency Support Function**

### **6-Mass Care/Human Services**

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## **Kenton County Homeland Security Emergency Management**

### **Authority**

#### **Kenton County Fiscal Court**

Judge Executive Kris Knochermann

#### **Kenton County Homeland Security**

#### **Emergency Management**

Director Steve Hensley

(Version: ESF6 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**

**EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

***EMERGENCY SUPPORT FUNCTION 6 - MASS CARE, HOUSING AND HUMAN SERVICES***

***Mission:*** To coordinate and organize mass care, housing and human services resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

**ESF-6 COORDINATORS:**

<b>ESF-6</b>	<b>Mass Care / Sheltering</b>		
<b>Primary</b>	KCHSEM Deputy Director	David	Jansing
<b>Alternate 1</b>	KCHSEM Deputy Director	Todd	Schulkers
<b>Alternate 2</b>	KCHSEM Deputy Director	Ron	Becker

**Primary Agencies:**

- Kenton County Homeland Security Emergency Management

**Secondary Agencies:**

- Northern Kentucky Independent District Health Department
- Saint Elizabeth Healthcare
- Kenton County Schools – Transportation
- American Red Cross
- Salvation Army

**Local Support / Resource Agencies:**

- All Fire / EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Kenton County Emergency Communications Center
- Fire / EMS and Rescue agencies from neighboring counties
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Kenton County Administration and All Cities in Kenton County
- All Public Works Agencies In Kenton County
- Kenton County Coroner’s Office



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

- Kenton County Animal Control Services
- Kenton County Parks and Recreation Department
- Kenton County Jailer
- Altafiber
- Multi-Purpose Community Action Agency
- Boone and Campbell County Dispatch Centers

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky Department for Community Based Services
- Kentucky Department for Public Health

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

#### **Purpose**

The Mass Care, Housing and Human Services Emergency Support Function (ESF-6) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to address and support needs in the areas of mass care, housing and human services in the event of either a natural or man-made disaster or emergency situation.

The ESF-6 / Mass Care, Housing and Human Services plan:

- Describes the organization and staffing for the provision of mass care, housing and human services support to Kenton County and its cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing mass care, housing and human services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of mass care, housing and human services in emergency and disaster situations.

#### **Scope**

The scope of ESF-6 / Mass Care, Housing and Human Services includes:

- Provision of mass care, housing and human services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of the mass care, housing and human services systems damage / disruption, and resources required to restore them to pre-emergency conditions.
- Provision of temporary shelters, emergency mass feeding, and bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers.
- Coordination of information between local, state, and federal officials and suppliers about available mass care, housing and human services recovery assistance.
- Provision of technical assistance concerning mass care, housing and human services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned mass care, housing and human services responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-6 / Mass Care, Housing and Human Services activities have existing emergency plans and procedures which this plan is designed to complement and support.*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

#### **Situations and Assumptions**

Situations and assumptions involved in ESF-6 / Mass Care, Housing and Human Services planning include:

- Disaster incidents often result in evacuations either before, during, or immediately after the incident, which will cause a demand for congregate / mass care facilities.
- Mass care facilities must, at a minimum, have capability of providing adequate space for sleeping and feeding.
- Mass care facilities provide protection only from normal weather conditions, but do not necessarily provide protection from severe weather, hazardous materials, or other life threats. However, some facilities do provide limited extra protection.
- Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants.
- Some individuals will be prepared and self-sufficient for the first 72 hours after an incident, but it is likely that a significant portion of citizens and guests will not be.
- Local government agencies in Kenton County, in conjunction with support agencies and local voluntary organizations, will need to be able to coordinate the following for at least the first 72 hours of the emergency:
  - Evacuation and registration of victims
  - Administration of emergency first aid treatment and mental health counseling
  - Provision of other initial mass care needs
- In many instances it may be best to pursue regional sheltering in cooperation with neighboring Counties to provide the maximum effectiveness of limited resources.
- During an incident there will be functional needs populations requiring special attention including the elderly; handicapped; and homeless individuals.
- Individuals will be anxious to identify the location and health / condition of friends, family, and loved ones.
- The makeup of the dislocated population will likely be friends, family, and loved ones, and will likely be diverse and require attention to cultural, ethnic, language, and other related needs.
- The restoration of basic infrastructure (e.g., communications, roads, transportation services, and electricity) may take days, weeks, even months.
- Ongoing ESF-6 assistance will likely be required as the response stage transitions to the recovery stage, and some of the sheltered population will require shelter for an extended period of time.
- For significant incidents, it is anticipated that federal assistance to support mass care operations will be forthcoming under the auspices of the National Response Framework and the Stafford Act (including the Red Cross).



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

#### **Direction and Control**

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-6 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-6 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional mass care, housing and human services resource allocations are made at the EOC by the ESF-6 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency for ESF-6 and will manage the emergency activities of ESF-6 / Mass Care, Housing and Human Services.

In accordance with a mission assignment from ESF-6 and further mission tasking by a local primary agency, each support organization assisting in an ESF-6 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-6.

The ESF-6 / Mass Care, Housing and Human Services system operates at two levels – the Emergency Operations Center and field operations. The ESF-6 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-6 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to mass care, housing and human services.
- Evaluate, analyze and prioritize requests for assistance from ESF-6.
- Develop and update assessments of current and anticipated future mass care, housing and human services needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide mass care, housing and human services support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of mass care, housing and human services in emergency and disaster situations.
- Maintain a record of mass care, housing and human services resources (location & type) and a running inventory at each facility.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for mass care, housing, and human services.
- Coordinate damage assessments and inspections for mass care, housing and human services infrastructure.
- Coordinate restoration or replenishment of mass care, housing and human services facilities and resources.

Mass care, housing and human services requests not fulfilled by the ESF-6 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

Specific duties of ESF 6 are:

- Shelter - Ensure by use of registration that the distribution of evacuees is within the capability of the hosting area and / or facility. Shelter facilities are identified in a support plan entitled "Kenton County Mass Care and Shelter Plan". Shelters must be inspected by the Northern Kentucky Health Department prior to opening.
- Feeding - Institute a mass feeding program in cooperation with support organizations, as well as coordinating with ESF 8 / Public Health and Medical for NKY Health Department inspections as necessary.
- Clothing – If clothing is needed, refer those in need to existing disaster relief organizations such as the American Red Cross or Salvation Army. Never initiate a clothing collection or donations collection of any kind without coordinating with Kenton County HSEM to avoid the potential for significant donations management problems.
- Registration - Ensure all people who need shelter are registered and assigned to a shelter, and that this information is kept available to assist in the location of missing family members.
- Medical - In cooperation with ESF 8, the medical delivery organizations and the Northern Kentucky Independent District Health Department, develop procedures



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

for the reception of those with medical or functional needs in general population shelters. Consistent with the Kenton County Mass Care and Shelter Plan, establish a “triage” of those arriving at the shelters in order to identify persons with functional needs or needing special medical attention. Promulgate measures to be taken to prevent the spread of disease in shelters and the distribution of medications to shelters.

- Mental Health - Undertake a program by which service can be provided to persons unable to adjust to strain imposed by the incident or event. Also provide assistance to emergency workers who have been impacted by the incident or event.
- Fiscal Responsibility - Develop a record keeping procedure to allow for the potential of reimbursement for all materials and services used.
- Reuniting of Families - ESF 6, in cooperation with American Red Cross, will undertake to reunite families that have been separated by checking registration in all of the shelters; news media releases through the PIO; and referrals to their relatives and friends.

ESF 6, in coordination with FEMA, may provide for money / vendor payments to qualified individuals under the provision of the emergency assistance program for families with children, as necessary, to avoid destitution resulting from unforeseen crisis situations, including natural disasters. Assistance may include food, clothing, shelter, utilities and / or heating fuel, home repairs, furnishings, transportation, or childcare. Assistance is limited to that required to meet the emergency and may be furnished during any one thirty-day period within any twelve consecutive months.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

#### Concept of Operations

##### General Information

The ESF-6 / Mass Care, Housing and Human Services Primary Agencies work with the EOC Management Team to ensure necessary mass care, housing and human services tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-6 activities as required by the size and demands of the event. The ESF-6 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-6 Coordinator has the responsibility for directing, controlling and coordinating all mass care, housing and human services systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines mass care, housing and human services requirements by establishing priorities and coordinating with adjoining counties in the joint use of mass care, housing and human services resources.

All requests for mass care, housing and human services resources will be routed to the ESF-6 / Mass Care, Housing and Human Services desk to determine appropriate action.

The priorities for allocation of resources by ESF-6 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

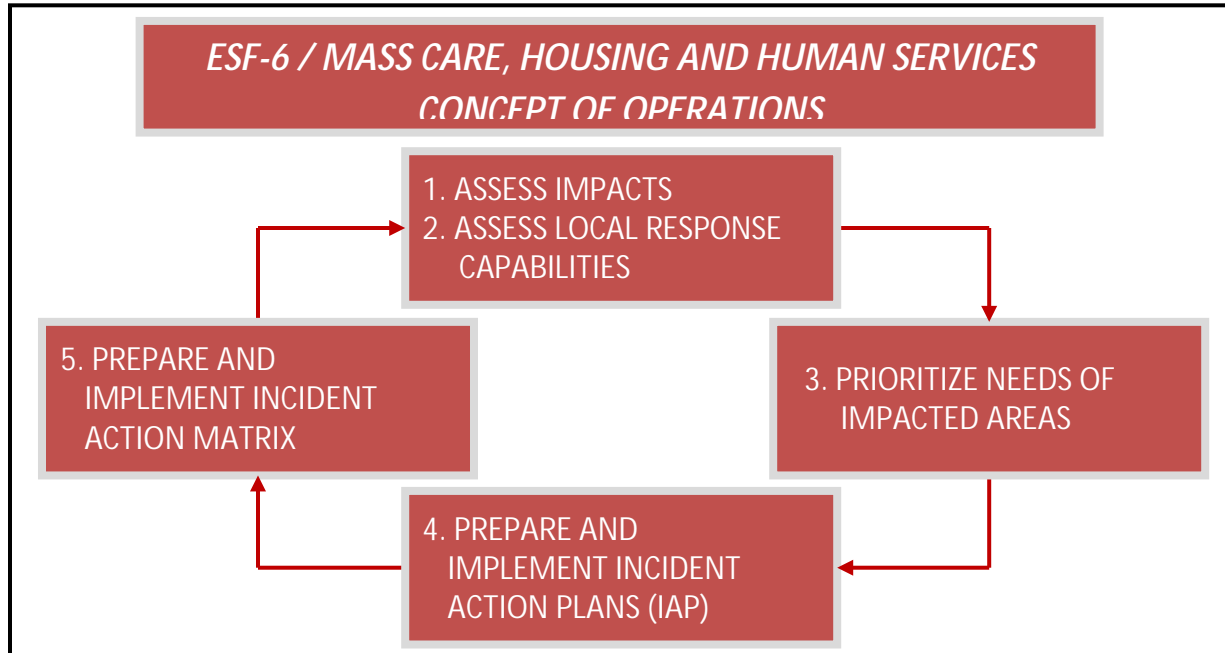
Procedures, protocols and plans for mass care, housing and human services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-6 will utilize five fundamental, interrelated functions as illustrated in Figure 6-1: *ESF-6 / Mass Care, Housing and Human Services Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide mass care, housing and human services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.

## EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.



**Figure 6-1: ESF-6 / Mass Care, Housing and Human Services Concept of Operations**

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-6 / Mass Care, Housing and Human Services will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-6 Coordinator and Primary / Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-6 / Mass Care, Housing and Human Services is organized consistent with the requirements of the National Response Plan, the National Incident Management System



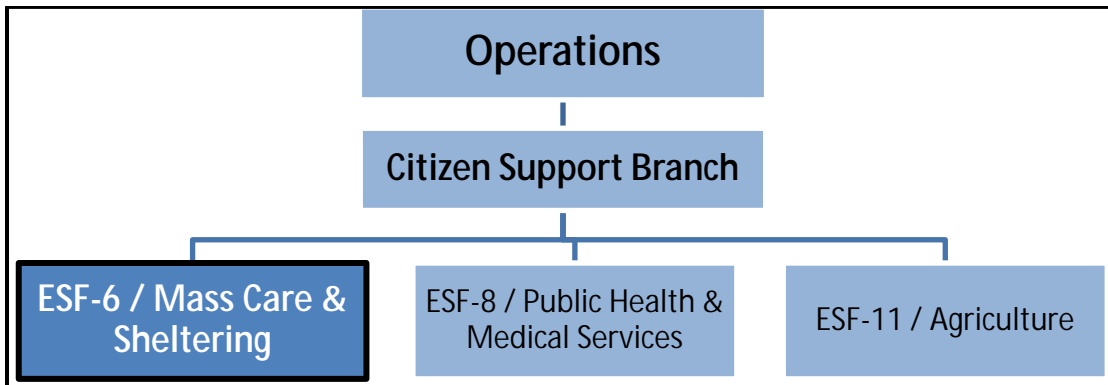
# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of mass care, housing and human services for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-6 / Mass Care, Housing and Human Services capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Mass care, housing and human services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-6 / Mass Care, Housing and Human Services is located in the Citizen Support Branch of the Operations Section as shown in Figure 6-2.



**Figure 6-2: Incident Command System Structure For ESF-6 / Mass Care, Housing and Human Services**

ESF-6 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required mass care, housing and human services assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation is met by the use of the mass care, housing and human services resources available at the local level. Requests for mass care, housing and human services assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for mass care, housing and human services resources exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide mass care, housing and human services resources are utilized.

When needed mass care, housing and human services resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for mass care, housing and human services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-6 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for mass care, housing and human services coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

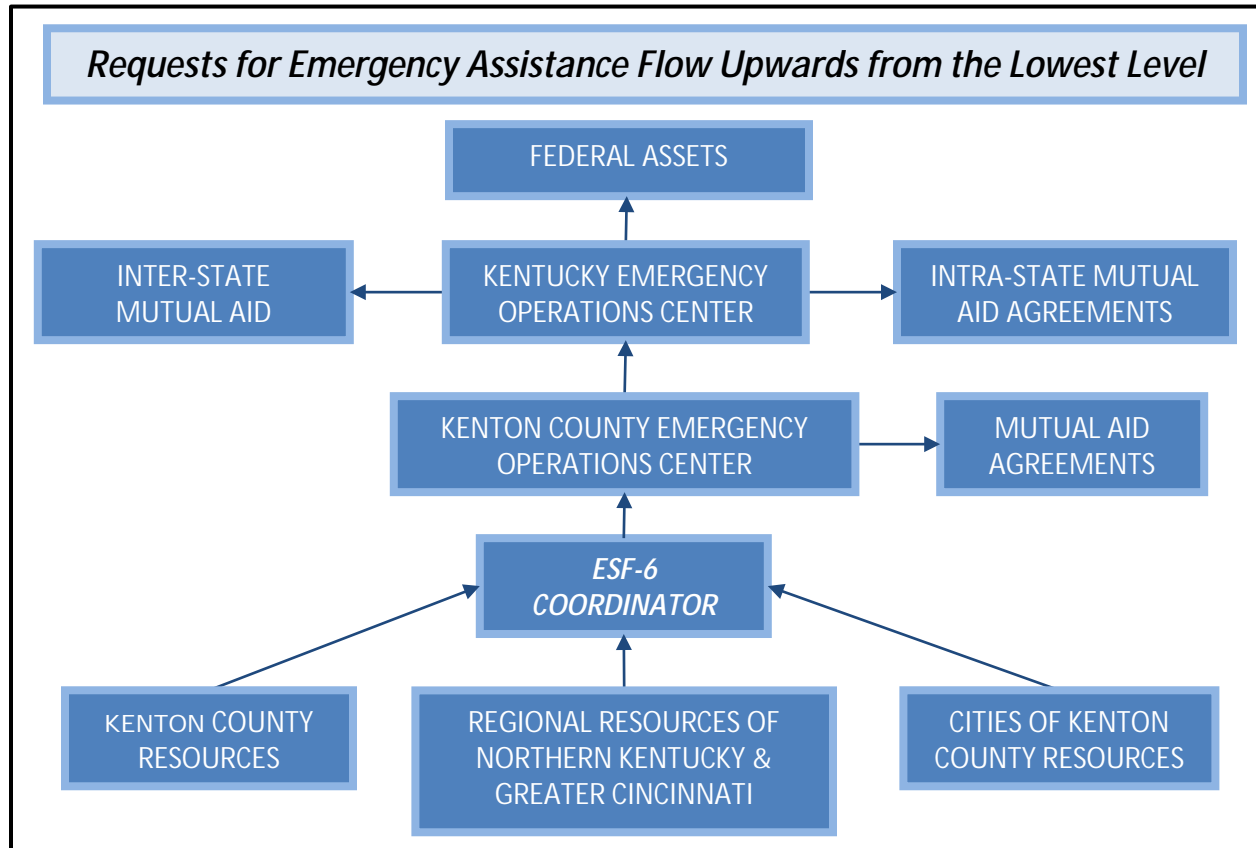
During an emergency or disaster event, ESF-6 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-6 evaluates and analyzes information regarding mass care, housing and human services requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 6-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES



**Figure 6-3: Progressive Requests for Emergency / Disaster Resources**



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

#### Phases Of Management

Actions initiated by ESF-6 / Mass Care, Housing and Human Services are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-6 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Mass care, housing and human services systems for all Kenton County emergency response agencies.
- Mass care, housing and human services systems-related personnel, facilities, equipment and supplies.

#### **Preparedness Actions**

- Plan with ESF-6 support agencies and other Emergency Support Functions to refine mass care, housing and human services systems operations, including:
  - Assess the vulnerability of mass care, housing and human services systems to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to mass care, housing and human services systems with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving mass care, housing and human services systems
  - Identify alternative systems and services that can serve as backup for mass care, housing and human services systems if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-6 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information including a current list of all public and private agencies that can provide mass feeding in times of disaster, to include:
    - Number of persons each agency can feed (two meals a day)
    - Sustainment period for mass feeding
    - Number of staff or volunteers available for cooking and /or serving



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

- Major equipment lists (field ranges, mobile feeding units, refrigeration, vehicles, etc.)

Information on critical facilities, including an annually updated shelter list

Administrative and financial procedures to properly document activities of ESF-6 during activations

Contracts and Mutual Aid Agreements that are needed to meet the mass care, housing and human services needs during disasters, and to restore critical facilities that have been damaged

- Develop and refine procedures for rapid impact assessment per field surveys
- Coordinate with the EOC to assess public need for the opening or closing of shelters before and after an emergency or disaster event
- Coordinate with ESF 5 / Emergency Management to develop and refine procedures for establishing and operating mass feeding sites
- Develop and present training courses for EOC and ESF-6 / Mass Care, Housing and Human Services response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties.
- Train ESF-6 / Mass Care, Housing and Human Services staff in the utilization of disaster intelligence to identify the size and scale of the potential ESF-6 mission, including mass care and mass feeding
- Assign, train and schedule sufficient personnel to conduct ESF-6 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-6, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-6 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-6 position
- Monitor and direct mass care, housing and human services systems resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of mass care, housing and human services systems to identify usability and reliability levels
- Establish and maintain mass care, housing and human services systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-6 requests
- Provide updates on the damage to mass care, housing and human services systems, resource shortfalls, and potential impacts on accomplishing the ESF-6 mission
- Participate in development of Incident Action Plans and Situation Reports concerning mass care, housing and human services systems needs
- Participate in EOC briefings and attend other necessary meetings to report on mass care, housing and human services systems items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-6's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on mass care, housing and human services systems and resources, and the ability to perform continuity of operations for essential functions
- Provide mass care, housing and human services systems coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of mass care, housing and human services systems
- Maintain documentation of all reported damage to mass care, housing and human services systems facilities and equipment
- Continue to provide mass care, housing and human services support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

#### **Specific Information For Shelters**

ESF-6 will coordinate with the American Red Cross for overall shelter operations, as well as collaboration with other ESF-6 agencies to provide food, water and other needed resources to persons being sheltered. Northern Kentucky Independent District Health Department, through ESF-8 / Public Health and Medical Services, will conduct the planning and operation of Special Needs Shelters.

American Red Cross shelter personnel are responsible for registration of shelter residents, recruiting evacuees to assist shelter volunteer personnel, assisting in family reunification and / or providing family information or health and welfare priority messages through amateur radio operators and shelter volunteers. Shelter managers are also trained and briefed on safe areas and off-limits areas in the shelters. The American Red Cross will coordinate with ESF-6 to request the assistance of additional support agencies as needs develop to provide mass care services.

- **During Response Phase:**

Shelters will be opened and closed in accordance with public need as assessed by the American Red Cross and Kenton County HSEM. ESF-6 will maintain a daily listing of "open" and "closed" shelters, including current census, and ensure that this information is captured on the Shelter Board in WebEOC.

ESF-6 will monitor evacuation activity, occupancy levels and ongoing victims' needs and coordinate the need for additional sheltering outside the county with appropriate EOC personnel

ESF-6 will work with ESF 2 / Communications to ensure that each shelter has a working communications system (may include radio, telephone, and / or cellular telephone) and has contact with Kenton County EOC and the American Red Cross.

ESF-6 will coordinate with ESF-8 / Public Health and Medical Services for the provision of medical services and mental health services in shelters. A sheltered person who is not medically appropriate for a general public shelter will be referred to either the Special Needs Shelter or a medical facility depending upon current medical condition and prognosis. (The Special Needs Program in Kenton County is administered by the Northern Kentucky District Health Department and managed under ESF-8.)

ESF-6 will coordinate with ESF-3 / ESF-12 for the acquisition of supplemental power sources, generators / fuel and power service restoration for shelter sites

ESF-6 will coordinate with ESF-13 / Law Enforcement to provide security at shelter sites

- **During Recovery Phase:**

ESF-6 will continue to maintain a daily listing of "open" and "closed" shelters, including current census, and ensure that this information is captured on the



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

Shelter Board in WebEOC. This information will be provided to appropriate support agencies, ESF-5 / Emergency Management and ESF-15 / Public Information through regular updates.

ESF-6 will coordinate with ESF-15 / Public Information to provide shelter residents information about how to access disaster assistance programs and services (American Red Cross Service Centers, Individual Assistance Programs, Disaster Application Centers, etc.).

ESF-6 will coordinate the consolidation of shelters, staff, resources and supplies as sheltering needs diminish.

- During Mitigation Phase:

Participate in shelter deficit reduction strategies / activities and shelter demand studies.

Coordinate with Kenton County HSEM on public education programs to reduce shelter demand.

Coordinate with appropriate agencies (as feasible) to incorporate shelter features into construction and / or renovation of public buildings.

#### **Specific Information For Mass Feeding:**

- During Response Phase:

ESF-6 will coordinate with ESF-5 / Emergency Management regarding mass feeding sites established by the American Red Cross, Salvation Army, and other volunteer agencies. This includes coordination of mass feeding locations to ensure optimal logistics for public service based on emergency needs.

The first priority of mass feeding activities will be disaster victims

ESF-6 will coordinate with ESF-8 / Public Health and Medical Services to ensure mass feeding sites maintain sanitary conditions, including garbage removal

ESF-6 will coordinate the procurement of food and water for mass feeding sites from the USDA, donations and private vendors, and the storage of food in identified warehouse sites

ESF-6 will coordinate with ESF-1 / Transportation for the transportation of food and water from identified warehouses to mass care feeding sites

- During Recovery Phase:

ESF-6 will continue to assess the need for mass and mobile feeding sites at least daily, and if the current locations are appropriate. Sites may be closed when no longer needed.

Mass feeding sites may be supplemented or replaced by mobile units operating on designated feeding routes.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

#### **Specific Information For Volunteers / Donations:**

ESF-6 will coordinate the activities of volunteers actively engaged in providing mass care assistance to include:

- Preventing duplication of goods and services as they relate to mass care
- Assisting volunteers with logistics
- Coordinating the delivery of goods and services as they relate to mass care
- Maintaining of list of all volunteer organizations active in mass care in the disaster area with the following information:

Type of service(s) being provided by each volunteer agency

Number of volunteers in the area

Resources each agency has available

Names and contact means of key persons in each organization

Logistical abilities of each organization (i.e. self-contained, need transportation, self-equipped, etc.)



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

#### Responsibilities

##### **All Agencies Associated With ESF-6:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-6, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the ESF-6 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-6 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-6 activities as needed.
- Provide on-going status reports as requested by the ESF-6 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide mass care, housing and human services assistance to affected areas and populations as part of ESF-6. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor mass care, housing and human services response and recovery efforts.
- Coordinate all mutual aid, State and Federal mass care, housing and human services resources into the affected areas utilizing designated Staging Areas.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-6 representatives.
- Make requests for mass care, housing and human services assistance to the State ESF-6 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical mass care, housing and human services needs are addressed the quickest.
- Maintain a current inventory of mass care, housing and human services assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-6 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-6 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

#### **Administration and Support**

The ESF-6 / Mass Care, Housing and Human Services Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-6 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of mass care, housing and human services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-6 / Mass Care, Housing and Human Services staffing directory (reviewed / updated quarterly).
- ESF-6 / Mass Care, Housing and Human Services notification lists (reviewed / updated quarterly).
- Major mass care, housing and human services facilities and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each mass care, housing and human services organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Mass care, housing and human services organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-6 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-6 is responsible for managing financial matters specific to ESF-6 / Mass Care, Housing and Human Services activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However,



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES**

each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursments that were not directly designated by ESF-6 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-6 / Mass Care, Housing and Human Services will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-6 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

### Statement of Concurrence ESF-6 / MASS CARE, HOUSING, AND HUMAN SERVICES

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF-6 PRIMARY AGENCY:** Kenton County Homeland Security Emergency Management

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Kenton County HSEM Director		

**ESF-6 SECONDARY AGENCIES:** Northern Kentucky Independent District Health Department; Saint Elizabeth Healthcare; Kenton County Schools – Transportation; American Red Cross; Salvation Army

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Northern Kentucky Independent District Health Department Director		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Saint Elizabeth Healthcare Director		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Kenton County Schools – Transportation Director		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
American Red Cross Director		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Salvation Army Director		





# **Kenton County, Kentucky**

## **Emergency Support Function**

### **7-Resource Support**

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## **Kenton County Homeland Security**

### **Emergency Management**

#### **Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security**  
**Emergency Management**

Director Steve Hensley

(Version: ESF7 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

### ***EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT***

***Mission:*** *To coordinate and organize resource support in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

#### **ESF-7 COORDINATORS:**

<b>ESF-7</b>	<b>Resource Support</b>		
<b>Primary</b>	Kenton County Public Works Supervisor	Rick	Buster
<b>Alternate 1</b>	Kenton County Fiscal Court Clerk	Sue	Kaiser
<b>Alternate 2</b>	KC Fiscal Court Human Resources Assistant	Kelly	Baker

#### **Primary Agencies:**

- Kenton County Fiscal Court, Judge Executive and Commissioners
- Mayor and Commission / Council Members For All Cities In Kenton County
- Kenton County Homeland Security Emergency Management

#### **Local Support / Resource Agencies:**

- Kenton County Coroner's Office
- Fire & EMS Agencies In Kenton County
- Kenton County Police Department
- Kenton County Sheriff's Office
- Law Enforcement Agencies For All Cities In Kenton County
- Kenton County Public Works
- Public Works Agencies For All Cities In Kenton County
- Kenton County Emergency Communications Center

#### **Regional Support / Resource Agencies:**

- Fire / EMS, Rescue, Law Enforcement and Public Works agencies from neighboring counties
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- Sanitation District #1 Of Northern Kentucky
- Altafiber
- Northern Kentucky Health Department
- American Red Cross
- Salvation Army

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky Department Of Transportation
- Kentucky Division Of Forestry
- Kentucky Department For Environmental Protection

#### **Federal Support / Resource Agencies:**

- National Weather Service Office – Wilmington, Ohio
- US Coast Guard
- US Forest Service

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

#### Purpose

The Resource Support Emergency Support Function (ESF-7) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support response and recovery needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-7 / Resource Support plan:

- Describes the organization and staffing for the provision of resource support services to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with resource support services in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of resource support for emergency and disaster situations.

#### Scope

The scope of ESF-7 / Resource Support includes:

- Provision of resource support services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of the damage / disruption to response and recovery resources, and analysis of resource needs to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available recovery assistance.
- Provision of technical assistance concerning resource needs before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned emergency response and recovery responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-7 / Resource Support activities have existing emergency plans and procedures which this plan is designed to complement and support.*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

#### Situations and Assumptions

Situations and assumptions involved in ESF-7 / Resource Support planning include:

- Local Government agencies are responsible for identifying, procuring, distributing, sustaining, coordinating, and tracking resources, to include capabilities and skills necessary to cope with hazards posing a threat to Kenton County and / or its cities.
- Kenton County is vulnerable to a wide range of natural and manmade events that will quickly deplete the resources of local response agencies and require the mobilization, staging, deployment and demobilization of emergency resources from state, federal, non-governmental and / or private sources.
- The ability of Local Governments to respond to an incident may be severely impacted (i.e. loss of transportation, loss of communications, loss of resources, etc.), but Local Governments will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident. Needed resources may be available, but due to damaged facilities or damaged / disrupted transportation and highway infrastructure, may not be accessible.
- Any disaster may necessitate mobilization of resources for the preservation and protection of life and property from many kinds of threats.
- There may be response delays in normal services (police, fire, EMS, public works, transportation, utilities, etc.) due to damaged facilities / equipment and shortages of personnel.
- A large scale incident may result in the loss or rapid exhaustion of local resources, requiring assistance from surrounding local, State or Federal governments.
- Events that do not require state assistance but require resources above and beyond standard agency to agency mutual aid agreements will be supported in accordance with the guidance established in the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement.
- During a catastrophic incident, the Chief Elected Officials of Kenton County and its cities may determine that it is necessary to control the production, distribution, allocation, conservation and use of the basic resources (human resources, goods, services and related facilities) which are available to the County and / or City by authority of KRS39A.100 (2) a-e, specifically d & e.
- The Governor of the Commonwealth of Kentucky has the authority to prohibit or limit the sale or consumption of goods or commodities for the duration of the incident, through the provisions of KRS 39A.100 (1) (h).
- Fundamental resources such as water, food, first aid, shelter / sanitation supplies, fuels and hand tools may be needed.
- Under normal circumstances, required resources will be available within the county to meet emergency operations needs for small-scale emergencies.
- Resource support includes personnel, facilities, equipment and supplies.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

#### Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-7 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-7 expectations.

All management decisions regarding local resource allocations are made at the EOC by the ESF-7 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency and will manage the activities of ESF-7 / Resource Support.

In accordance with a mission assignment from ESF-7 and further mission tasking by a local primary agency, each support organization that is not being managed by another ESF will retain administrative control over its own resources and personnel but will be under the operational control of ESF-7.

The ESF-7 / Resource Support system operates at two levels – the Emergency Operations Center and field operations. The ESF-7 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-7 Coordinator will:

- Coordinate with other ESF's and the EOC staff to collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or event on local resources and capabilities.
- Gather, evaluate and analyze information regarding resource requests so they can be prioritized for fulfillment.
- Provide resource / logistics support to affected areas and operational support needed to establish a response capability, and incorporate them into Incident Action Plans.
- Initiate requests for resource support needs, and work with Kenton County HSEM to request state and federal support as needed.
- Develop and update assessments of current and anticipated future resource requirements. Use this intelligence to support Logistics, Operations and other ESF's in their impact assessment and response missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide response and recovery services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of resource support in emergency and disaster situations.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

### Concept of Operations

#### **General Information**

The ESF-7 / Resource Support Primary Agencies work with the EOC Management Team to ensure necessary resource support tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-7 activities as required by the size and demands of the event. The ESF-7 Coordinator will work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of resource support services is divided into two distinct areas, Government and Industry.

The ESF-7 Coordinator has the responsibility for directing, controlling and coordinating all resource support services, and establishing procedures for meeting the incident needs. The ESF-7 Coordinator determines resource allocations by establishing priorities and then making requests to fulfill those needs based on the priorities and available resources.

All requests for resource support will be routed to the ESF-7 / Resource Support desk to determine appropriate action.

The priorities for allocation of resources by ESF-7 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for resource support services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-7 will utilize five fundamental, interrelated functions as illustrated in Figure 7-1: *ESF-7 / Resource Support Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide needed services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

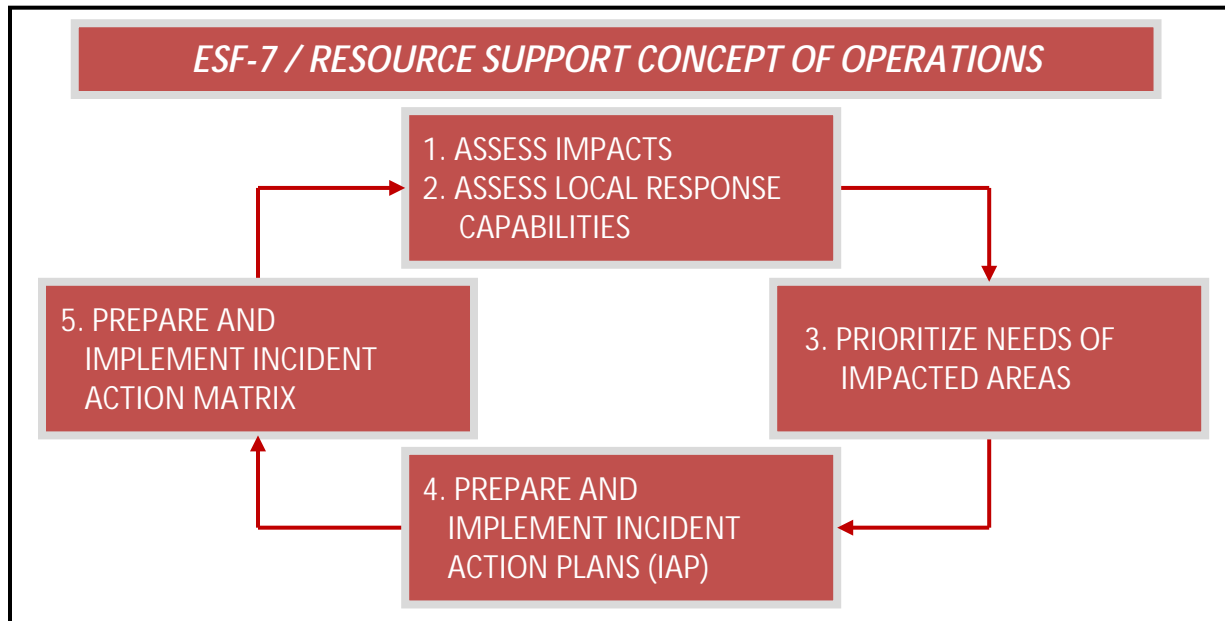


Figure 7-1: ESF-7 / Resource Support Concept of Operations

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-7 / Resource Support will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-7 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-7 / Resource Support is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS





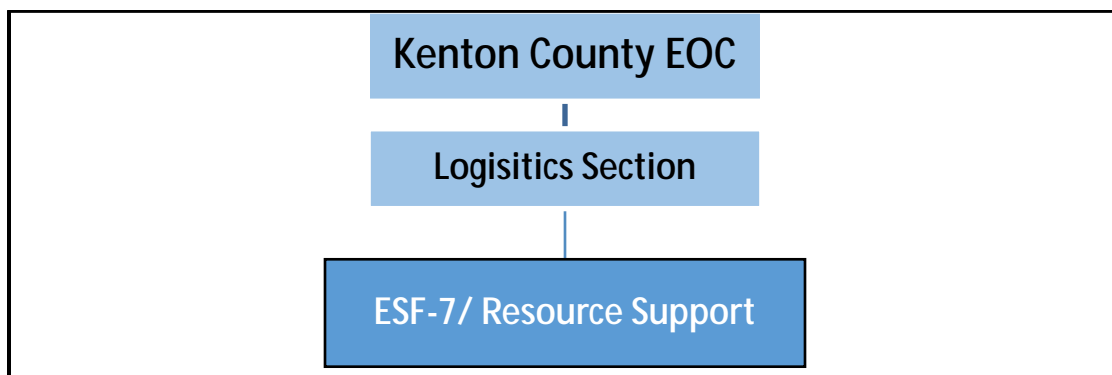
## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

system supports incident assessment, planning, procurement, deployment and coordination of resource support operations for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-7 / Resource Support capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Resource support planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-7 / Resource Support is located in the Logistics Section as shown in Figure 7-2.



**Figure 7-2: Incident Command System Structure For ESF-7 / Resource Support**

ESF-7 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required resources or assets. If the Coordinator is unable to meet the requests for services using local or regional resources, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

When the need for resources exceeds the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for resource support coordination at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-7 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for resource support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

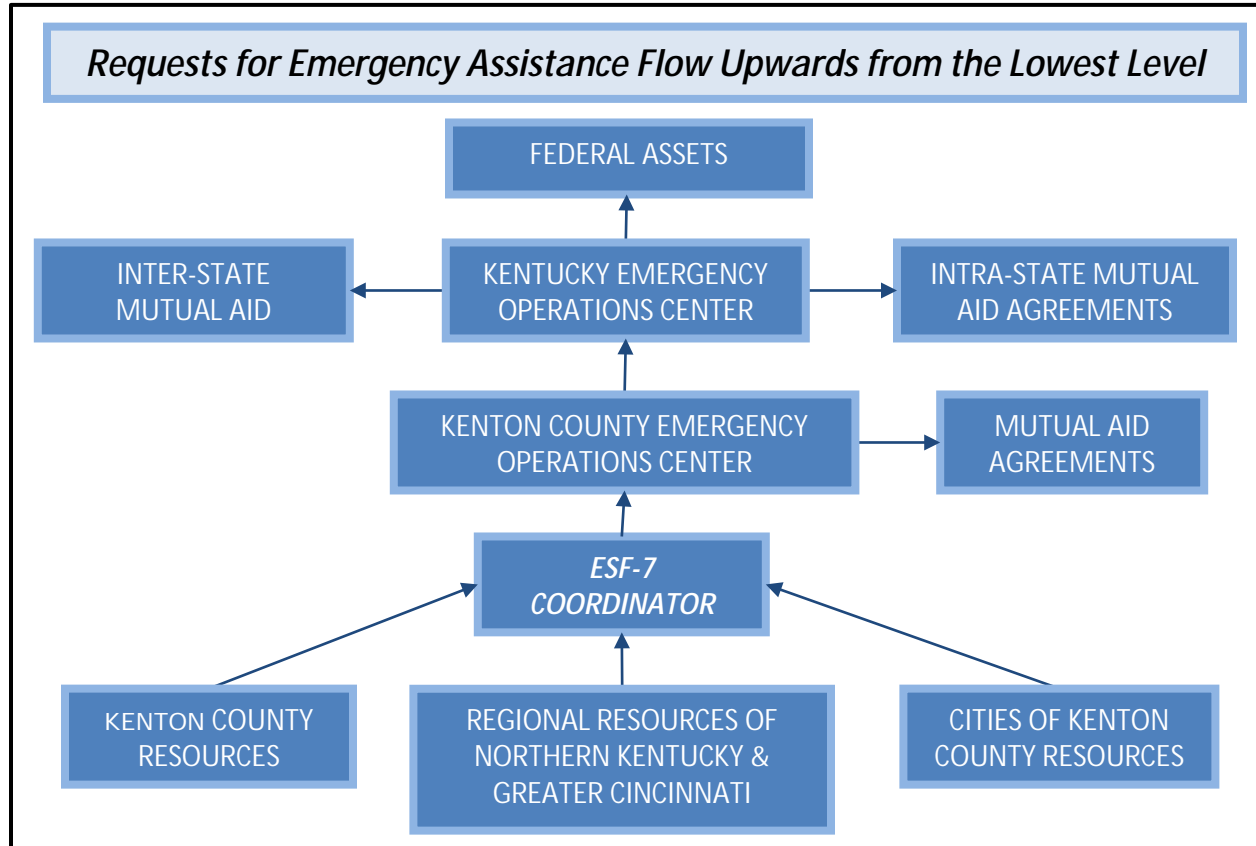
During an emergency or disaster event, ESF-7 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-7 evaluates and analyzes information resource support requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 7-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT



**Figure 7-3: Progressive Requests for Emergency / Disaster Resources**



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

#### Phases Of Management

Actions initiated by ESF-7 / Resource Support are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-7 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume or delegate direct operational control of resources.

#### **Preparedness Actions**

- Plan with ESF-7 support agencies and other emergency support functions to refine resource support operations, including:
  - Assess the vulnerability of resources and associated support services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to resources and associated support services with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions
  - Identify alternative systems and services that can serve as backup for resource support services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-7 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical services and facilities
  - Administrative and financial procedures to properly document activities of ESF-7 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet resource support needs during disasters
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-7 / Resource Support response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-7 tasks for an extended period of time
- Maintain liaison with support agencies



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Conduct All Hazards exercises involving ESF-7, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-7 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-7 position
- Monitor and direct resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions of local government response capabilities to identify usability and reliability levels
- Establish and maintain resource support systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-7 requests
- Provide updates on the damage to resource support services, resource shortfalls, and potential impacts on accomplishing the ESF-7 mission
- Participate in development of Incident Action Plans and Situation Reports concerning resource support services and needs
- Participate in EOC briefings and attend other necessary meetings to report on resource support items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-7's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on local government services and resources, and the ability to perform continuity of operations for essential functions
- Provide resource coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of resource support capabilities and services
- Maintain documentation of all reported damage to resource support systems



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Continue to provide resource support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

#### Responsibilities

##### **All Agencies Associated With ESF-7:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-7, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the ESF-7 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-7 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-7 activities as needed.
- Provide on-going status reports as requested by the ESF-7 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide resource support and assistance to affected areas and populations as part of ESF-7. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor response and recovery efforts to anticipate resource support needs.
- Coordinate all mutual aid, State and Federal resources into the affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-7 representatives.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Make requests for resource support assistance to the State ESF-7 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical resource needs are addressed the quickest.
- Maintain a current inventory of resources and assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-7 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-7 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

#### Administration and Support

The ESF-7 / Resource Support Emergency Support Function plan, plus accompanying Appendices, Annexes and Standard Operating Guidelines, are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-7 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of resource support and associated services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-7 / Resource Support staffing directory (reviewed / updated quarterly).
- ESF-7 / Resource Support notification lists (reviewed / updated quarterly).
- Major facilities and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each resource support organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Resource and support agencies and organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-7 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-7 is responsible for managing financial matters specific to ESF-7 / Resource Support activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-7 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-7 / Resource Support will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-7 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.





LEADING FROM THE FRONTIER TO THE FUTURE



# Kenton County, Kentucky

## Emergency Support Function 8- Public Health/Medical Services



### Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security  
Emergency Management

Director Steve Hensley

(Version: ESF8 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION 8 – PUBLIC**  
**HEALTH AND MEDICAL SERVICES**

*KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
 (Version 059-02-2023)*

**EMERGENCY SUPPORT FUNCTION 8 – PUBLIC  
 HEALTH AND MEDICAL SERVICES**

***Mission:** To coordinate and organize public health and medical services resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County. This includes provision of emergency care and treatment for casualties resulting from an incident, continuation of routine emergency and medical care for the general population, provision of emergency public health services that will prevent and / or mitigate the spread of infectious diseases, and provision of mental health services for both victims and emergency responders.*

**ESF-8 COORDINATORS:**

ESF-8	Emergency Support Function 8 Coordinator		
<b>Primary</b>	Covington FD Assistant Fire Chief	Mike	Bloemer
<b>Alternate 1</b>	Independence FD Fire Chief	Scott	Breeze
<b>Alternate 2</b>	Independence FD Assistant Fire Chief	Phil	Dietz

ESF-8	Pre-Hospital Emergency Medical		
<b>Primary</b>	Covington FD Assistant Fire Chief	Gary	Rucker
<b>Alternate 1</b>	Doctor	Hien	Le
<b>Alternate 2</b>	Ft. Mitchell FD Assistant Chief	Dave	Slusser

ESF-8	Public Health		
<b>Primary</b>	NKHD Director – Environ. Health & Safety	Steve	Divine
<b>Alternate 1</b>	Hospital Preparedness Coordinator	Jessica	McElroy
<b>Alternate 2</b>	NKHD Disaster Preparedness Coordinator	Stella	Barber

ESF-8	Hospitals		
<b>Primary</b>	SEMC Asst. Director - Safety & Security	David	McHugh
<b>Alternate 1</b>	SEMC Manager - Safety & Security	Dana	Malone
<b>Alternate 2</b>	SEMC Assistant Vice President	Missy	Miles



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

ESF-8	Coroner		
<b>Primary</b>	Kenton County Coroner	Amber	Constantino
<b>Alternate 1</b>	Kenton County Chief Deputy Coroner	James	Reed
<b>Alternate 2</b>	Kenton County Deputy Coroner	Joe	Rieskamp

Yellow highlight indicates overall ESF 8 Coordinator

**Primary Agency:**

- Northern Kentucky Independent District Board of Health

**Secondary Agencies:**

- St. Elizabeth Medical Center – Covington & Edgewood Locations
- Fire & EMS Agencies In Kenton County

**Local Support / Resource Agencies:**

- Kenton County Coroner’s Office
- Kenton County Homeland Security Emergency Management
- Kenton County Police Department
- Kenton County Sheriff’s Office
- Law Enforcement Agencies For All Cities In Kenton County
- Kenton County Detention Center
- Kenton County Public Works
- Public Works Agencies For All Cities In Kenton County
- Kenton County Emergency Communications Center
- Kenton County Fire Chiefs Association

**Regional Support / Resource Agencies:**

- Fire / EMS, Rescue and Law Enforcement Agencies from neighboring counties
- Hospitals and Medical Facilities throughout Kenton County and neighboring areas
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- Sanitation District #1 Of Northern Kentucky



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

- American Red Cross
- Salvation Army

### **State Support / Resource Agencies:**

- Kentucky Department Of Public Health
- Kentucky Division of Emergency Management
- Kentucky Board Of Emergency Medical Services
- Kentucky State Medical Examiner's Office
- Kentucky Department Of Transportation
- Kentucky Department Of Agriculture
- Kentucky Department For Environmental Protection
- Kentucky Community Crisis Response Board (KCCRB)
- Kentucky National Guard
- Kentucky Department for Community Based Services

### **Federal Support / Resource Agencies:**

- US Dept. Of Health & Human Services (Centers For Disease Control, National Institute of Health)

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Purpose

The Public Health And Medical Services Emergency Support Function (ESF-8) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support public health and medical services needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-8 / Public Health And Medical Services plan:

- Describes the organization and staffing for the provision of public health and medical services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing public health and medical services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of public health and medical services for emergency and disaster situations.

### Scope

The scope of this ESF includes:

- Provision of public health and medical services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County. These services include, but are not limited to, the following:
  - Emergency care and treatment of casualties resulting from any type of incident
  - Emergency public health services
  - Preventative and remedial measures to offset biological, chemical and radiological incidents or warfare
  - Mortuary services and disposal of the dead
  - Maintenance of sanitation services
  - Mental health services
  - Prevention and mitigation of the spread of infectious disease
  - Special Needs Shelters
- Assessment of damage to public health and medical services systems, and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available public health and medical services recovery assistance.





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

- Provision of technical assistance concerning public health and medical services systems before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned public health and medical services emergency responsibilities as described in the Kenton County EOP.

The following ESF-8 agencies are responsible for the following functional areas:

### **Public Health (Northern Kentucky Health Department)**

- assessment of health / medical needs
- preparation and maintenance of health and medical personnel rosters
- activation and deployment of health / medical response teams
- establishment of liaison with Kentucky Department of Public Health
- preparation and maintenance of a list of facilities that could serve as temporary health facilities and the patient capacity of each
- disease control / epidemiology and inoculation of the population during a disaster
- coordination for obtaining, assembling and delivering health / medical care personnel, equipment and supplies
- provision of medical services for workers remaining in evacuated areas
- food / drug safety
- radiological / chemical / biological hazards
- implementation and enforcement of Altered Standards of Care
- public health information release(s)
- provisions for staffing and medical services during a disaster
- vector control / monitoring
- assistance to hospital community in implementation of discharge of patients
- organization and operation of the Special Needs Shelter, with rules for its operation made available to each attendee and Kenton County EMA
- provision of shelter supplies transported to the designated shelter
- inspection of each shelter before its opening by its environmental health specialist and shelter nurse
- organization and coordination of mass prophylaxis

### **EMS (Kenton County Fire Chief's Association)**

- patient evacuation assistance
- emergency medical care personnel, equipment and supplies



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

- implementation and enforcement of Altered Standards of Care
- emergency responder health and safety
- establishment of plans for requesting additional support during a disaster or emergency
- assistance in staffing and coordinating first aid stations

### **Hospitals And Other Medical Facilities (Saint Elizabeth Medical Center)**

- coordination and notification, information update and evacuation assistance to medical facilities within the county both pre and post-impact
- coordination of in-hospital care
- laboratory services
- mass medical care operations
- updated census information and bed availability
- coordination with the Citizen Support Branch in the Kenton County EOC of inventory and facility needs
- implementation and enforcement of Altered Standards of Care

### **Coroner's Office (Kenton County Coroner)**

- provision of victim identification and mortuary services during the disaster period
- inventorying and planning for the personnel, supply and equipment requirements for the disaster period and the means of fulfilling those requirements
- organization / utilization of mortuary personnel from other counties
- plan for the selection and operation of emergency morgues during a disaster

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-8 / Public Health And Medical Services activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Situations and Assumptions

Situations and assumptions involved in ESF-8 / Public Health And Medical Services planning include:

- A large-scale incident or event will likely create a significant increase in demand for public health, behavioral health, medical, and mortuary services in Kenton County and its cities.
- Depending on the nature of the incident or event, complications may include medical and mental health problems, traumatic injuries, communicable diseases, food poisoning, and contaminated water ailments.
- Provision of Emergency Medical Services are challenges faced daily by local EMS agencies and hospitals.

These activities become even more intense during emergency / multi-hazard situations of many kinds. Natural or man-made disasters, terrorist events and communicable disease outbreaks are the most likely to generate increased needs.

Such occurrences may require specialized training and equipment for emergency medical care, hazardous materials response, and rescue activities, extended mass care / triage operations and extensive decontamination operations.

- Residents or patients at health care facilities may need to be evacuated due to damage or the threat of damage from an incident or event.
- A disaster incident can give rise to secondary sources of infection and disease if proper precautionary steps are not taken in time.
- The potential for health and medical crises during a potential major incident may result in the same level of mobilization as an actual crisis.
- The number of beds in the Commonwealth for burned or radiological-contaminated casualties is not sufficient under normal conditions, and therefore will not suffice if there is a major disaster.
- The number of casualties and fatalities resulting from a major epidemic or incident might overwhelm medical and mortuary services. The facilities for caring for the dead and injured might also sustain physical damage, and emergency responders, medical and mortuary personnel might be among the casualties.
- Many injuries, ranging from minor to relatively severe, will be self-treated by the public.
- Disruption of the County's communication systems will severely impede the timely delivery of emergency medical response services.
- A well-planned health support network is essential during emergency situations.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES**

- Difficulties in identifying the deceased might necessitate the services of forensic specialists.
- Casualties and fatalities contaminated by a Chemical / Biological / Radiological / Nuclear / Explosive (CBRNE) incident might pose a health hazard to those trying to render medical aid or mortuary service to the victims.
- A major disaster may require activation of the National Disaster Medical System (NDMS) if state resources are overwhelmed.
- An emergency situation involving large areas of Kenton County may adversely affect local resource response capabilities and damage the existing medical services infrastructure.
- Under certain circumstances, it may be necessary to relocate hospital facilities and patients, including the seriously ill.
- When local resources do not exist or are depleted, outside assistance may be made available through other local, state, and federal governments, but may not arrive on scene for many hours.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-8 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-8 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional public health and medical services resource allocations are made at the EOC by the ESF-8 Coordinator. The Northern Kentucky Health Department and Saint Elizabeth Medical Centers (Covington and Edgewood) are the lead agencies for ESF-8 and will manage the emergency activities of ESF-8 / Public Health And Medical Services. EMS agencies, Kenton County Coroner's Office and other support agencies will work directly within ESF-8 to coordinate, direct and control all facets of ESF-8 operations.

In accordance with a mission assignment from ESF-8 and further mission tasking by a local primary agency, each support organization assisting in an ESF-8 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-8.

The ESF-8 / Public Health And Medical Services system operates at two levels – the Emergency Operations Center and field operations. The ESF-8 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-8 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to public health and medical services.
- Evaluate, analyze and prioritize requests for assistance from ESF-8.
- Develop and update assessments of current and anticipated future public health and medical services needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES**

- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide public health and medical services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of public health and medical services in emergency and disaster situations.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for public health and medical services.
- Develop policy guidelines for sheltering people with special needs in Kenton County; including developing strategies to ensure adequate staffing for a special needs shelter and the registration of people with special needs.
- Coordinate damage assessments and inspections for public health and medical services facilities.
- Coordinate restoration or replenishment of critical public health and medical services and resources.

Public health and medical services requests not fulfilled by the ESF-8 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Concept of Operations

#### **General Information**

The ESF-8 / Public Health And Medical Services Primary Agencies work with the EOC Management Team to ensure necessary public health and medical services tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-8 activities as required by the size and demands of the event. The ESF-8 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of public health and medical services is divided into two distinct areas, Government and Industry.

The ESF-8 Coordinator has the responsibility for directing, controlling and coordinating all public health and medical services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-8 Coordinator determines public health and medical services requirements by establishing priorities and coordinating with adjoining counties in the joint use of public health and medical services resources.

All requests for public health and medical related services and resources will be routed to the ESF-8 / Public Health And Medical Services desk to determine appropriate action.

The priorities for allocation of resources by ESF-8 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public health and medical services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-8 will obtain non-specific information on casualties and patients, and provide that information to the following agencies:

- American Red Cross – for inclusion in the Disaster Welfare Information System
- ESF 15 / Public Information – for informational releases
- ESF 5 / Emergency Management – for development of Situation Report(s) for dissemination to the State EOC

ESF-8 will ensure patient confidentiality protection in accordance with the Health Insurance Portability and Accountability Act (HIPAA) by not releasing medical information on individual patients to the general public.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

ESF-8 will utilize five fundamental, interrelated functions as illustrated in Figure 8-1: *ESF-8 / Public Health And Medical Services Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide public health and medical services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

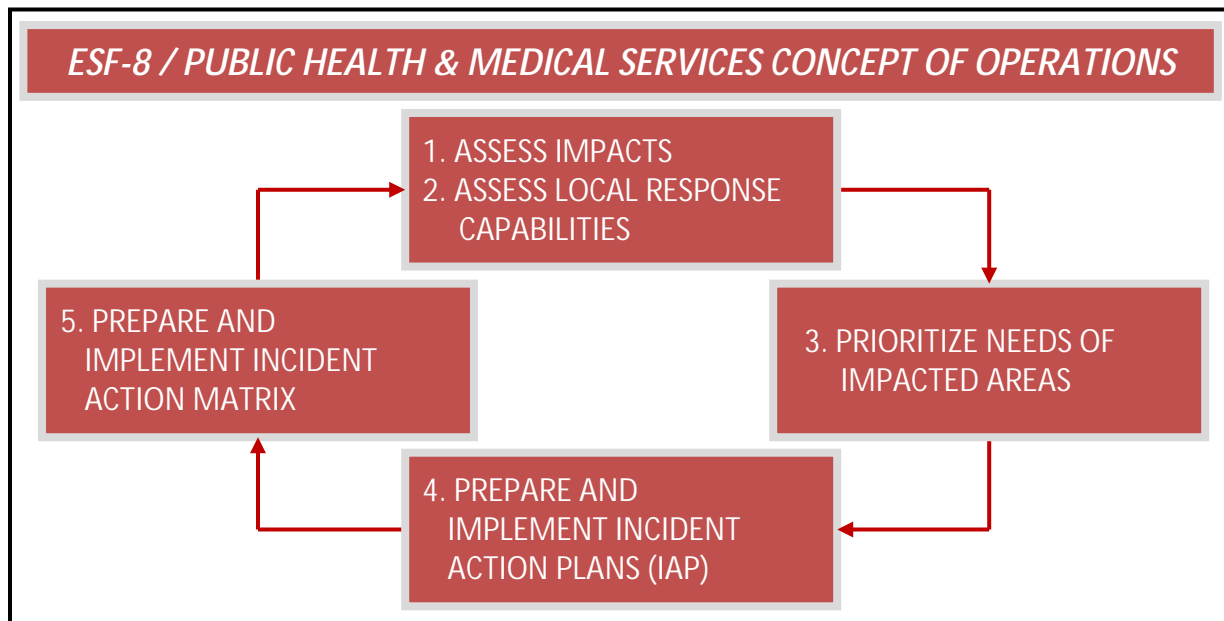


Figure 8-1: ESF-8 / Public Health & Medical Services Concept of Operations

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

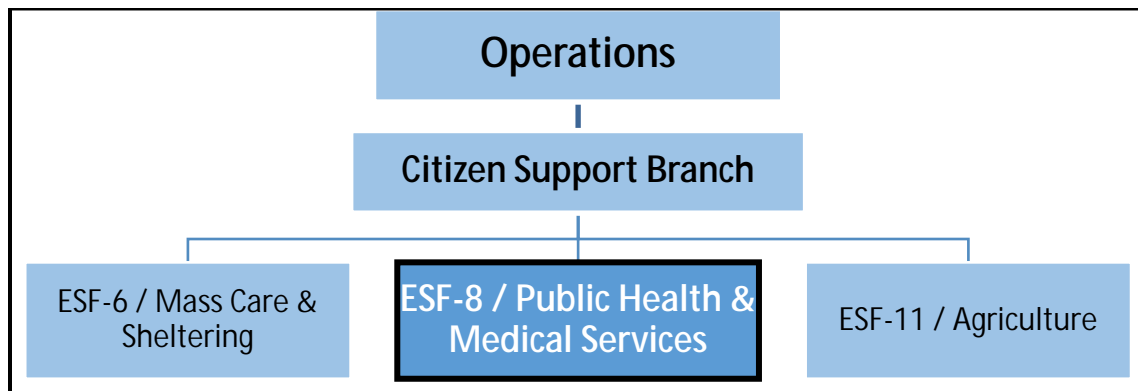
ESF-8 / Public Health And Medical Services will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-8 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-8 / Public Health And Medical Services is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of public health and medical services operations for Kenton County and it's cities.

The Emergency Operations Plan and corresponding Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-8 / Public Health And Medical Services capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Public health and medical services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-8 / Public Health And Medical Services is located in the Citizen Support Branch of the Operations Section as shown in Figure 8-2.



**Figure 8-2: Incident Command System Structure For ESF-8 / Public Health And Medical Services**

The ESF-8 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required public health and medical services assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES**

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Special Needs Population / Assisted Care Shelter**

Special Needs Shelters are a refuge for people with specific needs that cannot be met in other shelters but should not be considered a mini-hospital or nursing home. Only persons with Special Needs will be admitted and will be accompanied by a caregiver. Clients will be referred to an alternate site if their needs are too complex for the Special Needs Shelter or do not meet the minimum requirements. ESF-8 responsibilities regarding Special Needs Shelters include:

- Assigning responsibilities and establishing procedures for government, volunteer agencies and individuals in preparing for and executing evacuation of the special needs population segment of Kenton County as required.
- Coordinating registration, notification, transportation and sheltering of special needs population.

### **Initial Response And Escalation**

The initial response to an emergency / disaster situation is met by the use of the public health and medical services resources available at the local level. Requests for public health and medical services assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for public health and medical services resources exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide public health and medical services resources are utilized.

When needed public health and medical services resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for public health and medical services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-8 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC’s in more than one county, the lead agency for public health and medical services coordination / support at the state level may support the coordination of



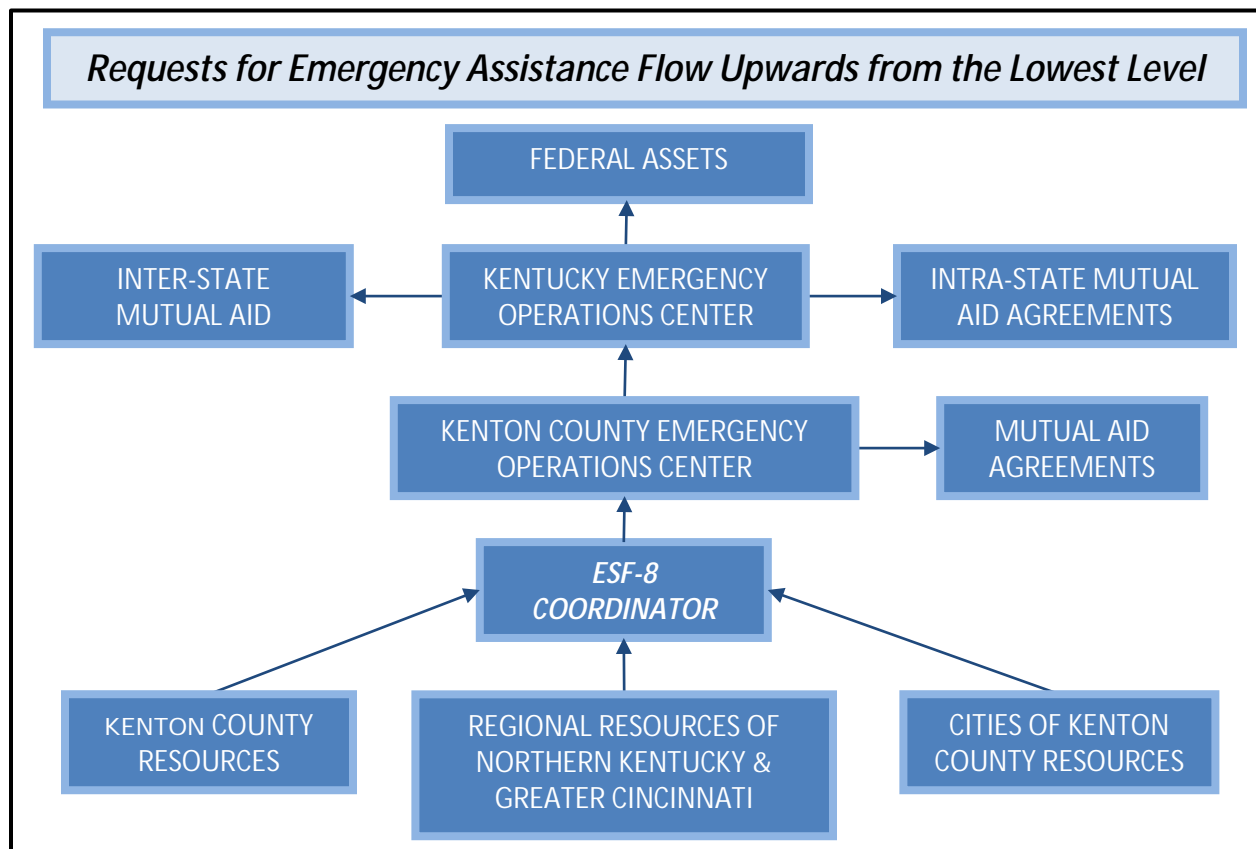
# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-8 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-8 evaluates and analyzes information regarding public health and medical services requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 8-3: *Progressive Requests for Emergency / Disaster Resources*.



**Figure 8-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Phases Of Management

Actions initiated by ESF-8 / Public Health And Medical Services are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-8 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Public health and medical services for all Kenton County agencies.
- Public health and medical services-related personnel, facilities, equipment and supplies. These include, but are not limited to:
  - medical equipment and supplies
  - medical personnel
  - health administrators
  - pharmacy services
  - environmental health specialists
  - laboratories and laboratory personnel
  - nutritional services personnel
  - behavioral health services personnel

### **Preparedness Actions**

- Plan with ESF-8 support agencies and other emergency support functions to refine public health and medical services operations, including:
  - Assessment of the vulnerability of public health and medical services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assessment of worst-case scenario damage to public health and medical services with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving public health and medical services
  - Identify alternative systems and services that can serve as backup for public health and medical services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
  - Identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

- Prepare and maintain the following items which are necessary for implementation of ESF-8 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical facilities
  - Administrative and financial procedures to properly document activities of ESF-8 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the public health and medical services needs during disasters, and to restore critical systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-8 / Public Health And Medical Services response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-8 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-8, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-8 training
- Assess the special needs of persons who would need assistance during evacuations, sheltering and other event responses
- Develop plans, information and guidance for persons with special needs during evacuations, sheltering and other event responses

### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-8 position
- Monitor and direct public health and medical services resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions of public health and medical services to identify usability and reliability levels
- Establish and maintain communications and support systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-8 requests
- Provide updates on the damage to public health and medical services, resource shortfalls, and potential impacts on accomplishing the ESF-8 mission
- Participate in development of Incident Action Plans and Situation Reports concerning public health and medical services needs
- Participate in EOC briefings and attend other necessary meetings to report on public health and medical services items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-8's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Establish Mutual Aid procedures for resources such as Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Operational Response Team (DMORT)

### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on public health and medical services and resources, and the ability to perform continuity of operations for essential functions
- Provide public health and medical services coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of public health and medical services
- Maintain documentation of all reported damage to public health and medical services facilities and equipment
- Continue to provide public health and medical services support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Responsibilities

#### **All Agencies Associated With ESF-8:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-8, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-8 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-8 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-8 activities as needed.
- Provide on-going status reports as requested by the ESF-8 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public health and medical services assistance to affected areas and populations as part of ESF-8. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor public health and medical services response and recovery efforts.
- Coordinate all mutual aid, State and Federal public health and medical services resources into the affected areas utilizing designated Staging Areas.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-8 representatives.
- Make requests for public health and medical services assistance to the State ESF-8 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical public health and medical services needs are addressed the quickest.
- Maintain a current inventory of public health and medical services assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-8 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-8 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Administration and Support

The ESF-8 / Public Health And Medical Services Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-8 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of public health and medical services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-8 / Public Health And Medical Services staffing directory (reviewed / updated quarterly).
- ESF-8 / Public Health And Medical Services notification lists (reviewed / updated quarterly).
- Major public health and medical services equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public health and medical services organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Public health and medical services organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-8 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-8 is responsible for managing financial matters specific to ESF-8 / Public Health And Medical Services activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursments that were not directly designated by ESF-8 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-8 / Public Health And Medical Services will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-8 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

### Statement of Concurrence ESF-8 / PUBLIC HEALTH AND MEDICAL SERVICES

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF 8 PRIMARY AGENCIES:** Northern Kentucky Health District, Saint Elizabeth Medical Center (Covington and Edgewood locations)

_____	_____	_____
(Signature)	(Printed Name)	(Date)
ESF 8 Primary Coordinator	Michael Bloemer	

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Saint Elizabeth Medical Center Representative		



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON**  
**COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support Function**

### **9 - Search And Rescue**

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**Kenton County Homeland Security**  
**Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security**  
**Emergency Management**

Director Steve Hensley

(Version: ESF9 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

### **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

***Mission:*** To coordinate and organize Search And Rescue resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

#### **ESF-9 COORDINATORS:**

ESF-9	Search And Rescue		
<b>Primary</b>	KCHSEM Deputy Director	Todd	Schulkers
<b>Alternate 1</b>	Covington FD Battalion Chief	Chris	Alsip
<b>Alternate 2</b>	NK Technical Rescue Team Chief	Craig	Smith

#### **Primary Agency:**

- Kenton County Homeland Security Emergency Management
- Kenton County ESF – 9 SAR Coordinator – Search And Rescue (SAR) Specialist

#### **Secondary Agencies:**

- Northern Kentucky Regional Technical Rescue Team (NKTRT)
- United States Coast Guard
- Boone County Water Rescue (boat FLIR equipped)
- Civil Air Patrol (ground searchers and fixed winged aircraft)
- All Fire / Rescue / EMS Agencies In Kenton County
- All Law Enforcement Organizations In Kenton County
- Kentucky Search Dog Association (KSDA)

#### **Local Support / Resource Agencies:**

- Kenton County Fiscal Court, Judge Executive and Commissioners
- All City & County Governments In Kenton County
- All City & County Public Works / City Services in Kenton County
- Kenton County Emergency Communications Center (KCECC)
- Kenton County Fire Chiefs Association
- Kenton County Police Chiefs Association



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

#### **Regional Support / Resources:**

- Boone County Public Safety Communications Center And Emergency Management
- Campbell County Consolidated Dispatch Center and Emergency Management
- Grant County Emergency Management
- Pendleton County Emergency Management
- Campbell County LANDSAR
- Pendleton County Search And Rescue
- Grant County Search And Rescue
- St. Elizabeth Healthcare
- Hamilton County Urban Search And Rescue
- Hamilton County Emergency Management and Homeland Security
- Cincinnati / Hamilton County Regional Emergency Operations Center (ROC)
- Cincinnati & Hamilton County Dispatch Agencies
- Cincinnati Fire Department And Emergency Management
- Cincinnati Police Department
- American Red Cross
- Northern Kentucky Health Department
- Salvation Army
- Hamilton County Fire Chief's Association
- Hamilton County Sherriff's Office (Call sign 9-H(Henry)-10) (Helicopter FLIR equipped)
- Other SAR Mutual Aid Assets in neighboring jurisdictions
- Other Law Enforcement Mutual Aid Agencies in neighboring jurisdictions
- Other Fire/EMS Mutual Aid Agencies in neighboring jurisdictions

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky State Police Post 6
- Kentucky National Guard (KNG)
- Kentucky Office Of Mine Safety and Licensing
- Kentucky State Fire Marshal
- Commonwealth & County Attorney Office
- Kentucky Fire Commission
- Kentucky Board of Emergency Medical Services (KBEMS)
- Kentucky Fish & Wildlife
- Ohio Department of Natural Resources (ODNR)
- Kentucky Volunteer Organizations Active in Disasters (VOAD's)



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

#### **Federal Support / Resource Agencies:**

- Federal Bureau of Investigations (FBI)
- Alcohol Tobacco Fire Arms & Explosives (ATF)
- Department of Homeland Security (DHS)
- National Oceanic and Atmospheric Administration (NOAA)
- United States Department of Justice (DOJ)
- United States Marshals Service
- National Weather Service – Wilmington Ohio (NWS)
- National Center for Missing & Exploited Children

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

### **Purpose**

The Search And Rescue Emergency Support Function (ESF-9) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support Search And Rescue needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-9 / Search And Rescue plan:

- Describes the organization and staffing for the provision of search and rescue services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing Search And Rescue services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of search and rescue in emergency and disaster situations.
- Provides operational guidance for Search and Rescue by means of ground, marine, or air activity, for any person(s) who become lost, injured, stranded, trapped or have died. The procedures include searches for lost or missing persons, downed or missing aircraft, structural collapse, transportation accidents, and other natural or man-made incidents, where search and rescue is an integral part of the overall operations.

### **Scope**

The scope of ESF-9 / Search And Rescue includes:

- Provision of search and rescue services during an emergency incident in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to search and rescue services systems, and determining the resources necessary to restore them to pre-emergency conditions.
- Providing technical assistance concerning Search And Rescue systems;
- Coordination of information between local, state, and federal officials and suppliers about available search and rescue services recovery assistance.
- Provision of technical assistance concerning search and rescue services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned Search And Rescue emergency responsibilities as described in the Kenton County EOP.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-9 / Search And Rescue activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.*

#### **Situations and Assumptions**

Situations and assumptions involved in ESF-9 / Search And Rescue planning include:

- The ESF-9 Coordinator will be the Emergency Management Director or his appointee, as directed by KRS 39F.200.
- Search and Rescue (SAR) is the employment of resources (private, municipal, corporate, county, state and Federal) to locate and bring to safety persons who have become lost, injured, stranded, trapped or who have died. Search, rescue and recovery operations may have to be carried out in every part of the County, on or under the ground, on or under the water, and in man-made structures. If the person is deceased, it then becomes a recovery effort.
- Search And Rescue incidents may become crime scenes and at that time all precautions to protect evidence must be taken. When this occurs, regular communications between searchers and law enforcement is necessary for an effective search.
- Search And Rescue operations in an incident will require the use of existing trained SAR personnel and specialized equipment.
- Search And Rescue emergencies may reach such magnitude as to require resources from adjacent jurisdictions, the state, private organizations or the federal government. Catastrophic incidents within the county, or adjacent jurisdictions, could result in rescue problems of such an extent as to require utilization of all rescue resources within the state and the exchange of resources between states via mutual aid / EMAC.
- The potential for an incident can result in the same level of mobilization as an actual rescue operation or search mission.
- Terrorist / WMD and violent activity may result in Search And Rescue emergencies.
- Environmental incidents such as floods, earthquakes, and tornadoes may result in Search And Rescue emergencies.
- Civil disturbances frequently result in injuries to persons and property damage, with rescue resources likely to be mobilized.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

- Search And Rescue operations frequently occur in the county as a result of accidents that occur during recreational activities such as boating, hiking, and hunting.
- Search And Rescue operations may be required as a result of an accidental chemical release from high-risk facilities.

#### **Direction and Control**

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-9 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-9 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding county and / or regional Search And Rescue resource allocation are made at the EOC by the ESF-9 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency for ESF-9 and will manage the emergency activities of ESF-9 / Search And Rescue.

In accordance with a mission assignment from ESF-9 and further mission tasking by a local primary agency, each support organization assisting in an ESF-9 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-9.

The ESF-9 system operates at two levels – the Emergency Operations Center and field operations. The ESF-9 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-9 Coordinator will:

- Collect, analyze, and disseminate tactical information on the nature, scope and potential impacts of an incident or major disaster related to search and rescue.
- Evaluate, analyze and prioritize requests for assistance from ESF-9.
- Develop and update assessments of current and anticipated future Search And Rescue needs and resource requirements.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 –** **SEARCH AND RESCUE**

- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide Search And Rescue services before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of Search And Rescue in emergency and disaster situations.
- Coordinate damage assessments and inspections for Search And Rescue services, facilities, and equipment.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for Search And Rescue services.
- Coordinate restoration or replenishment of critical Search And Rescue services and resources.

Search And Rescue requests not fulfilled by the ESF-9 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

### Concept of Operations

#### General Information

The ESF-9 / Search And Rescue Primary Agencies work with the EOC management team to ensure necessary Search And Rescue tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-9 activities as required by the size and demands of the event. The ESF-9 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-9 Coordinator has the responsibility for directing, controlling and coordinating all Search And Rescue services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-9 Coordinator determines Search And Rescue requirements by establishing priorities and , when necessary, coordinating with adjoining counties in the joint use of Search And Rescue resources.

All requests for Search And Rescue services and resources will be routed to the ESF-9 / Search And Rescue desk to determine appropriate action.

The priorities for allocation of resources by ESF-9 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

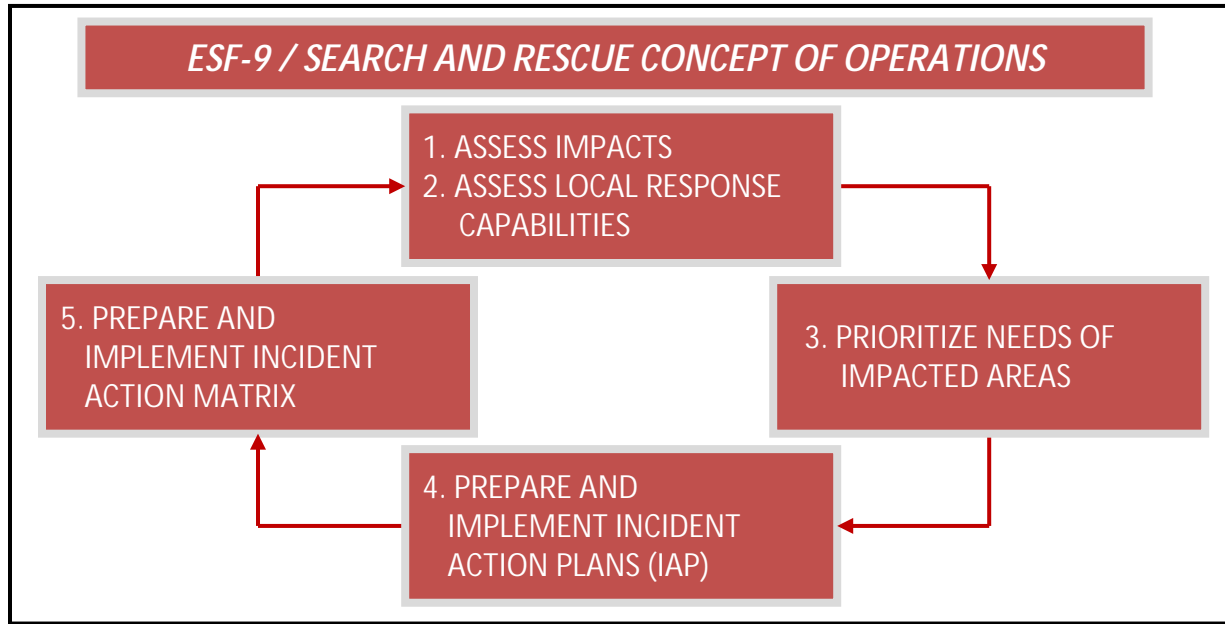
Procedures, protocols and plans for Search And Rescue disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-9 will utilize five fundamental, interrelated functions as illustrated in Figure 9-1: *ESF-9 / Search And Rescue Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the Search And Rescue needs of the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.

**EMERGENCY SUPPORT FUNCTION 9 –  
SEARCH AND RESCUE**

5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.



**Figure 9-1: ESF-9 / Search And Rescue Concept Of Operations**

**Notifications**

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director, who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KyEM Region 6.

ESF-9 / Search And Rescue will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-9 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

**Organization**

ESF-9 / Search And Rescue is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of Search And Rescue operations for Kenton County and it’s cities.

The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-9 / Search And

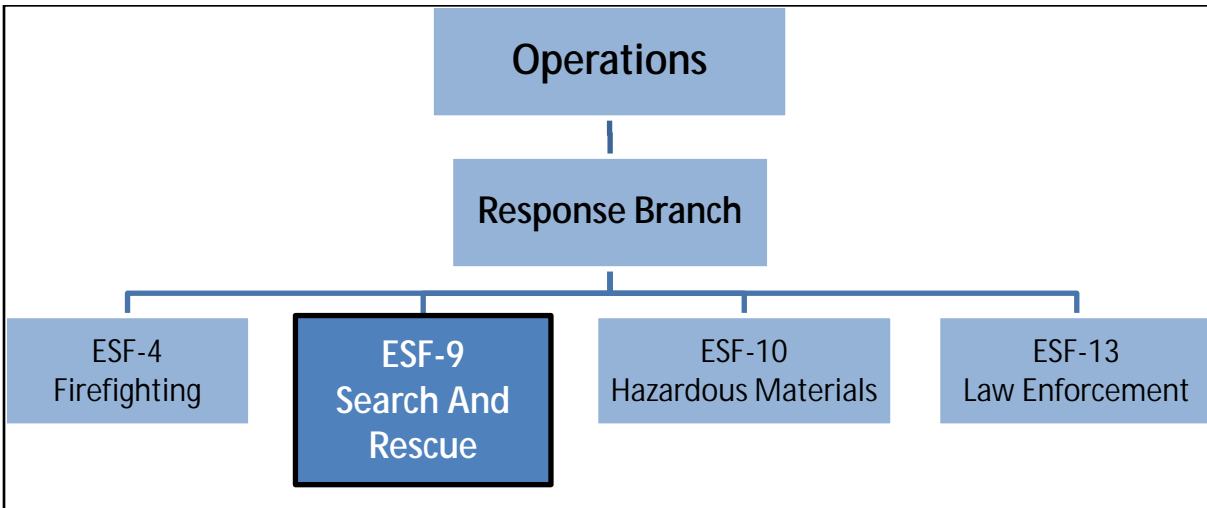


# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Rescue capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Search And Rescue planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

In the ICS structure, ESF-9 / Search And Rescue is located in the Response Branch of Operations as shown in Figure 9-2.



**Figure 9-2: Incident Command System Structure For ESF-9 / Search And Rescue**

The ESF-9 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required Search And Rescue assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the Search And Rescue resources available at the local level. Requests for SAR assistance will be resolved at the lowest level direction and control facility with appropriate response resources and capabilities.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 –** **SEARCH AND RESCUE**

When the need for Search And Rescue resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide SAR resources are utilized.

When needed SAR resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KyEM Region 6 Response Manager or the state Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for Search And Rescue coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-9 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one County, the lead agency for Search And Rescue coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

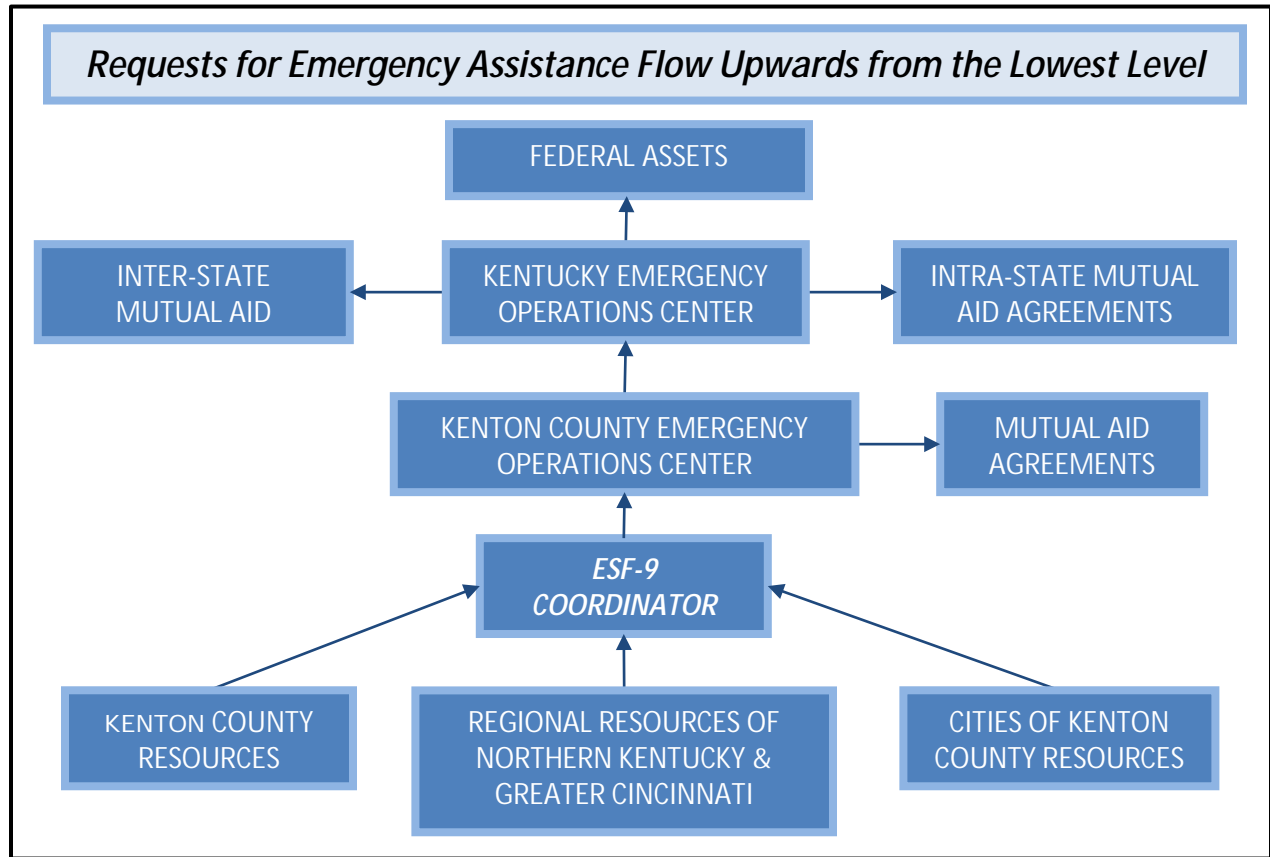
During an emergency or disaster event, the state ESF-9 primary and support agencies at the State EOC report and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-9 evaluates and analyzes information regarding Search And Rescue requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 9-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE



**Figure 9-3: Progressive Requests for Emergency / Disaster Resources**





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

#### Phases Of Management

Actions initiated by ESF-9 / Search And rescue are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-9 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Assessment of Search And Rescue (SAR) needs and potential impacts
- SAR personnel, equipment and supplies
- SAR public information and risk communication
- SAR management, command and control of assets
- SAR activities related to terrorist threats and / or events
- Catastrophic incident and alternate SAR facility support
- Evacuation and re-entry support
- Emergency responder health and safety
- Radiological / chemical / biological hazards monitoring / mitigation
- Mental health and crisis counseling for responders
- Logistical Staging Areas and Points of Dispensing

#### **Preparedness Actions**

- Plan with ESF-9 support agencies and other emergency support functions to refine Search And Rescue operations, including:
  - Assess the vulnerability of SAR services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to SAR services with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving SAR services,
  - Identify alternative services and resources that can serve as backup for SAR services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
  - Develop and train specialized Search And Rescue teams
- Prepare and maintain the following items which are necessary for implementation of ESF-9 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Administrative and financial procedures to properly document activities of ESF-9 during activations

Contracts and Mutual Aid Agreements that are needed to meet the Search And Rescue needs during disasters, and to restore critical Search And Rescue systems that have been damaged

- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-9 / Search And Rescue response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-9 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-9, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-9 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-9 position
- Monitor and direct Search And Rescue resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of Search And Rescue services to identify usability and reliability levels
- Establish and maintain Search And Rescue services and systems for on-scene direction / control that ensure coordination with Kenton County's EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-9 requests
- Coordinate with ESF-8 / Public Health and Medical Services for emergency medical care and / coroner services for rescued and recovered victims
- Provide updates on the damage to SAR services, resource shortfalls, and potential impacts on accomplishing the ESF-9 mission
- Participate in developing Incident Action Plans and Situation Reports concerning Search And Rescue needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to Search And Rescue
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

- Coordinate with ESF-9's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on Search And Rescue agencies and systems, including their ability to provide emergency services and perform continuity of operations for essential functions
- Provide SAR coordination and support during recovery operations through the EOC, including victim recovery operations
- Coordinate assistance to local governments and response agencies in the restoration of Search And Rescue services
- Maintain documentation of all reported damage by Search And Rescue agencies
- Continue to provide SAR support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

#### Responsibilities

##### **All Agencies Associated With ESF-9:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-9 in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-9 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-9 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-9 activities when requested.
- Provide on-going status reports as requested by the ESF-9 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide Search And Rescue assistance to affected areas and populations as part of ESF-9. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor Search And Rescue emergency response and recovery operations.
- Coordinate all mutual aid, State and Federal SAR resources into affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-9 representatives.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 –** **SEARCH AND RESCUE**

- Make requests for Search And Rescue assistance to the State ESF-9 as needed (State will activate resources through the State Emergency Response Plan).
- Maintain status of all outstanding assistance requests and unresolved ESF-9 related issues to be summarized into periodic status reports and submitted in accordance with applicable operating procedures.
- Continually assess priorities and strategies throughout the emergency so that the most critical Search And Rescue needs are addressed the quickest.
- Assist with emergency evacuations and re-entry of threatened areas.
- Maintain a current inventory of Search And Rescue assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-9 function upon direction from the EOC Manager.

#### **Support / Resource Agencies:**

- Provide information and resources as requested by the ESF-9 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE**

#### **Administration and Support**

The ESF-9 / Search And Rescue Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-9 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of Search And Rescue services in Kenton County including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-9 / Search And Rescue staffing directory (reviewed / updated quarterly).
- ESF-9 / Search And Rescue notification lists (reviewed / updated quarterly).
- Major Search And Rescue equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each Search And Rescue organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Search And Rescue organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-9 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-9 is responsible for managing financial matters specific to ESF-9 / Search And Rescue activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 9 –** **SEARCH AND RESCUE**

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-9 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-9 / Search And Rescue will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-9 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

### Statement of Concurrence ESF-9 / SEARCH AND RESCUE

The signatures appearing below indicate the individuals have the authority to commit resources of the agency represented and agree to the functions and tasks prescribed for this Emergency Support Function.

**ESF-9 PRIMARY AGENCIES:** Kenton County Homeland Security Emergency Management, Northern Kentucky Technical Rescue Team, Kentucky Search Dog Association

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Homeland Security Emergency Management		

**ESF-9 SECONDARY AGENCIES:** Northern Kentucky Technical Rescue Team (TRT), United States Coast Guard, Boone County Water Rescue, Civil Air Patrol, Kentucky Search Dog Association

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Northern Kentucky Technical Rescue Team		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
United States Coast Guard		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Boone County Water Rescue		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Civil Air Patrol		







LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON  
COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support Function 10 – Hazardous Materials**

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**Kenton County Homeland Security  
Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF10 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

**KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN**  
*(Version 059-02-2023)*

### **EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS**

**Mission:** *To coordinate and organize hazardous materials resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

#### **ESF-10 COORDINATORS:**

ESF-10	Hazardous Materials		
Primary	Covington FD Assistant Fire Chief	Mike	Bloemer
Alternate 1	Northern Kentucky WMD/Haz-Mat Team	Brandon	Johnson
Alternate 2			

#### **Primary Agency:**

- Northern Kentucky Regional Haz-Mat / WMD Team

#### **Secondary Agencies:**

- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- US Coast Guard

#### **Local Support / Resource Agencies:**

- Kenton County Fiscal Court, Judge Executive and Commissioners
- Administrative Offices For Kenton County And All Cities
- All Public Works Agencies In Kenton County
- Kenton County Fire Chiefs Association
- Kenton County Emergency Communications Center
- Northern Kentucky Health Department



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

#### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky Department for Environmental Protection
- Office of the Kentucky State Fire Marshal
- Kentucky Department of Military Affairs – National Guard
- Kentucky Transportation Cabinet, Department of Highways
- Cabinet for Health and Family Services, Department for Public Health

#### **Federal Support / Resource Agencies:**

- Federal Bureau Of Investigations (FBI)
- Dept. Of Alcohol, Tobacco, Firearms and Explosives (ATF)

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

### Purpose

The Hazardous Materials Emergency Support Function (ESF-10) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support hazardous materials needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-10 / Hazardous Materials plan:

- Describes the organization and staffing for the provision of hazardous materials services and support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing hazardous materials services and support in the case of a disaster or emergency situation.
- Provides direction for personnel and resources involved in prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of Hazardous Materials response in emergency and disaster situations.

The necessity of ESF-10 / Hazardous Materials is based on the following:

- Potentially dangerous materials are manufactured, stored and transported throughout Kenton County.
- Interstate 75 / 71, 275 and other highways, railroad networks, airports and pipelines in and around Kenton County are major shipping routes with constant potential for an incident involving hazardous materials.
- Kenton County facilities have reported to the State Emergency Response Commission and the Northern Kentucky Emergency Planning Committee that they manufactured, stored, or used one or more of the substances covered in Section 302, Title III of Public Law 99-499, Emergency Planning and Community Right-To-Know Act of SARA.
- Local government is responsible for safety measures or precautions that may be required for public protection until a hazardous situation has been corrected.
- The responsibility for safeguards relating to hazardous materials belongs to the party having custody, such as the plant where it is stored and used or the carrier providing the transport. Companies or individuals doing business in Kenton County have responsibilities under one or more of the following regulatory directives:
  - Hazardous Materials Ordinances
  - Public Law 99-499, October 17, 1986
  - SARA Title III, Emergency Planning and Community Right-To-Know



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

- Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980
- Superfund Amendment and Reauthorization Act of 1986 (SARA)
- National Incident Management System (NIMS)

The Northern Kentucky Emergency Planning Committee uses personnel from Kenton County Homeland Security Emergency Management to inspect facilities that must submit Tier II Hazardous Chemical Inventory Reports and facilities that must also file the Tab Q-7 form that meets SARA Title III Extremely Hazardous Substances (EHS) reporting requirements.

Facilities subject to the Emergency Planning and Community Right-to-Know Act (EPCRA) with chemical inventory are required to submit a Tier II Report in accordance with 106 KAR 1:081. The Northern Kentucky Emergency Planning Committee (NKEPC) and/or its agent shall review the Tier II and develop or update Facility Response Plans annually based upon relevant Statutes, Administrative Regulations, as well as policies and procedures of the Kentucky Emergency Response Commission and the NKEPC.

#### Scope

The scope of this ESF-10 / Hazardous Materials includes:

- Provision of hazardous materials services during an emergency incident in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to hazardous materials systems and services, and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available hazardous materials systems and services recovery assistance.
- Provision of technical assistance concerning hazardous materials services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned hazardous materials responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-10 / Hazardous Materials activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

### Situations and Assumptions

Situations and assumptions involved in ESF-10 / Hazardous Materials planning include:

- Hazardous materials are produced, used, stored, and transported throughout the Commonwealth.
- Accidents or incidents involving hazardous materials are one of the most common emergencies in the Commonwealth of Kentucky.
- Hazardous material releases require swift and decisive emergency response action.
- All on-scene emergency response operations for hazardous material incidents are conducted in accordance with the Incident Command System (ICS) described in the National Incident Management System (NIMS).
- Response to hazardous materials incidents shall be executed in conformity with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, the Superfund Amendments and Reauthorization Act of 1986, Section 311 of the Clean Water Act of 1972 as amended by the Oil Pollution Act of 1990, Kentucky Occupational Safety and Health Program (KY-OSH) regulations and the Kentucky Revised Statutes (KRS) 224 and 227 as they pertain to hazardous substances.
- Response to hazardous substances discharges will be in accordance with the National Contingency Plan (40 CFR 300) and as authorized pursuant to KRS 224, delegating to the EPA the power and duty to control, prohibit, and respond to pollution of the air, water, and lands of the Commonwealth, and protect human health, safety, and the environment from the effects of hazardous substances.
- The majority of hazardous material incidents require coordination between state and local agencies.
  - In most incidents, state level involvement is limited until the scope of the disaster exceeds local government capabilities.
  - However, state level involvement may occur at any time since the state has certain jurisdictional responsibilities, complex federal and state statutes to enforce, and technical expertise that may not be available at the local level.
- ESF-10 / Hazardous Materials will facilitate the coordination between responding local and state agencies, and between these agencies and federal response agencies in the event that the involvement of the latter is required.
- All persons responding to hazardous materials incidents will respond only up to their highest level of OSHA 29 CFR 1910.120 (HAZWOPER) training.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

#### Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-10 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-10 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional hazardous materials resource allocation are made at the EOC by the ESF-10 Coordinator. The Northern Kentucky Haz-Mat / WMD Team is the lead agency for ESF-10 and will manage the emergency activities of ESF-10.

In accordance with a mission assignment from ESF-10 and further mission tasking by a local primary agency, each support organization assisting in an ESF-10 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-10.

The ESF-10 / Hazardous Materials system operates at two levels – the Emergency Operations Center and field operations. The ESF-10 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-10 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to hazardous materials systems and services.
- Evaluate, analyze and prioritize requests for assistance from ESF-10.
- Develop and update assessments of current and anticipated future hazardous materials needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 10 –** **HAZARDOUS MATERIALS**

- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide hazardous materials services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of hazardous materials in emergency and disaster situations.
- Coordinate damage assessments and inspections for hazardous materials facilities and sites.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for hazardous materials services.
- Coordinate restoration or replenishment of critical hazardous materials response capabilities and resources.

Hazardous materials response requests not able to be addressed by the ESF-10 Coordinator will remain the responsibility of the owner / operator.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

### Concept of Operations

#### General Information

The ESF-10 / Hazardous Materials Primary Agencies work with the EOC Management Team to ensure necessary hazardous materials response tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-10 activities as required by the size and demands of the event. The ESF-10 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-10 Coordinator has the responsibility for directing, controlling and coordinating all hazardous materials services, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines hazardous materials requirements by establishing priorities and coordinating with adjoining counties in the joint use of hazardous materials resources.

All requests for hazardous materials related services and resources will be routed to the ESF-10 / Hazardous Materials desk to determine appropriate action.

The priorities for allocation of resources by ESF-10 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for hazardous materials disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-10 will utilize five fundamental, interrelated functions as illustrated in Figure 10-1: *ESF-10 / Hazardous Materials Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide hazardous materials services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.

**EMERGENCY SUPPORT FUNCTION 10 –  
HAZARDOUS MATERIALS**

5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

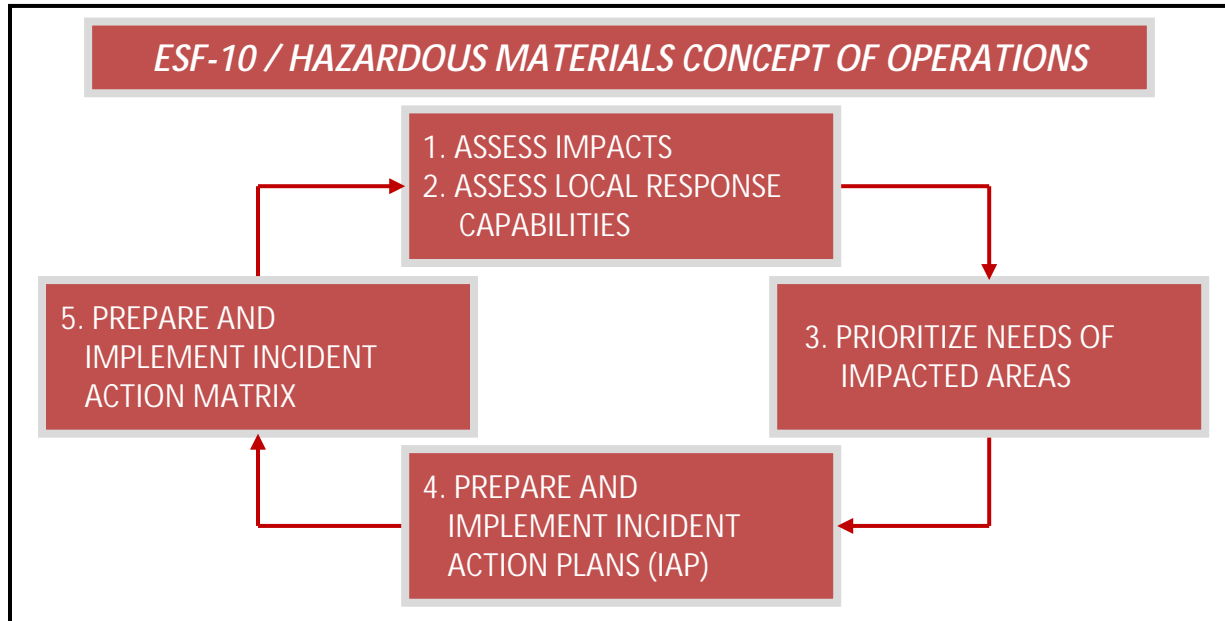


Figure 10-1: ESF-10 / Hazardous Materials Concept of Operations

**Notifications**

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who in turn will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-10 / Hazardous Materials will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-10 / Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

**Organization**

ESF-10 / Hazardous Materials is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of hazardous materials operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-10 /

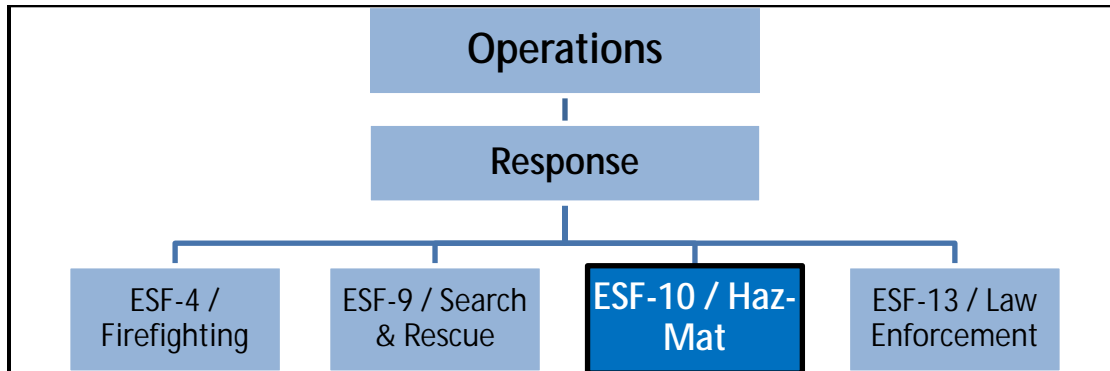


# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Hazardous Materials capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Hazardous Materials services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-10 / Hazardous Materials is located in the Response Branch of the Operations Section as shown in Figure 10-2.



**Figure 10-2: Incident Command System Structure For  
ESF-10 / Hazardous Materials**

The ESF-10 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required hazardous materials assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the hazardous materials resources available at the local level. Requests for hazardous materials assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS**

When the need for hazardous materials resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide hazardous materials resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for hazardous materials services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-10 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for hazardous materials services coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

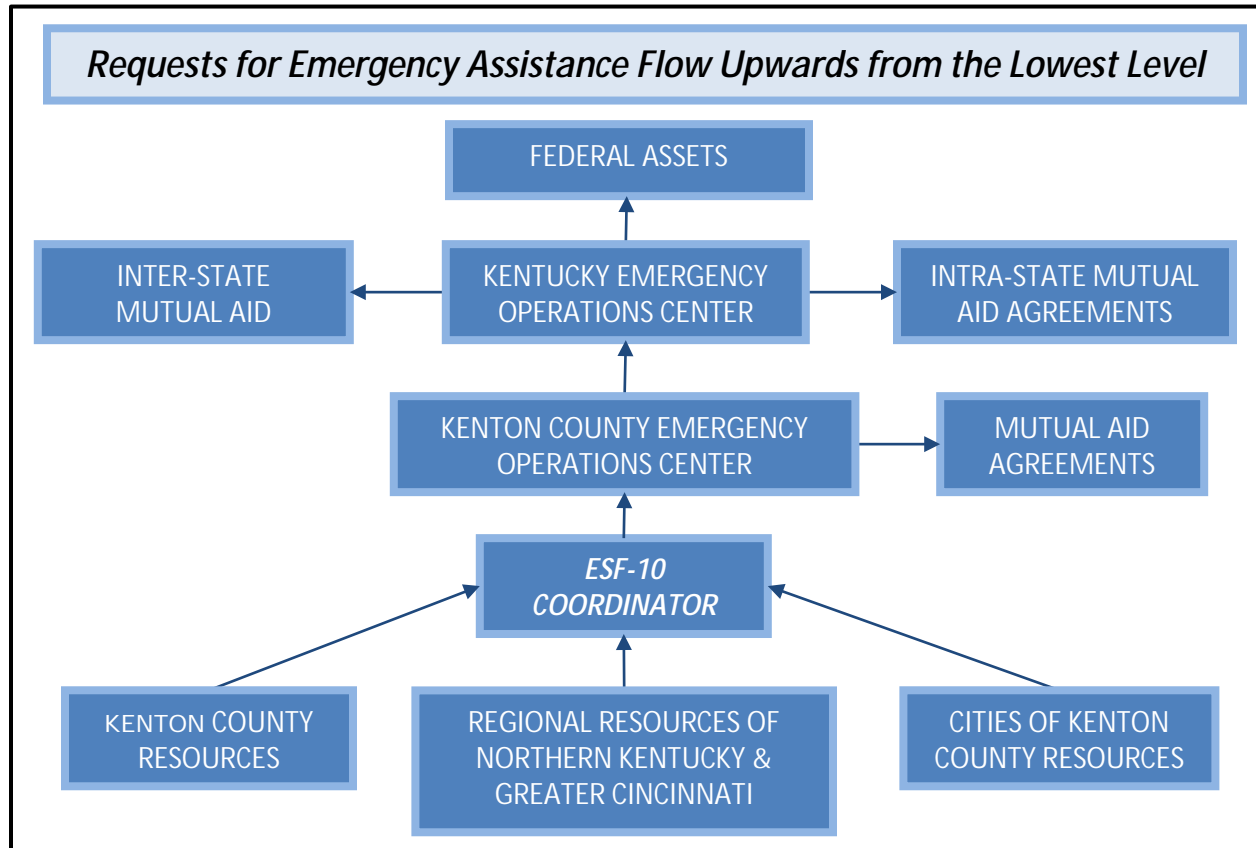
During an emergency or disaster event, ESF-10 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-10 evaluates and analyzes information regarding hazardous materials services requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 10-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS



**Figure 10-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

### Phases Of Management

Actions initiated by ESF-10 / Hazardous Materials are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-10 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Assessment of hazardous materials needs and potential impacts
- Hazardous materials management, command and control of assets (including personnel, equipment and supplies)
- Hazardous materials activities related to terrorist threats and / or events
- Logistical Staging areas and Points of Dispensing
- Catastrophic incident and alternate hazardous materials facility support
- Evacuation and re-entry support
- Emergency responder health and safety (including mental health and crisis counseling for responders)
- Radiological / Chemical / Biological hazards monitoring / mitigation
- Hazardous materials public information and risk communication
- Information on SARA Title III fixed facilities

### **Preparedness Actions**

- Plan with ESF-10 support agencies and other Emergency Support Functions to refine hazardous materials operations, including:
  - Assess the vulnerability of hazardous materials systems and services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assess worst-case scenario damage to hazardous materials systems and services, with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving hazardous materials services
  - Identify alternative systems and services that can serve as backup for hazardous materials services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
  - Assist in the development and training of specialized Haz-Mat response teams
- Prepare and maintain the following items which are necessary for implementation of ESF-10 operations and procedures:



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment

Resource inventories, personnel rosters, and mobilization information

Information on critical facilities

Administrative and financial procedures to properly document activities of ESF-10 during activations

Contracts and Mutual Aid Agreements that are needed to meet the hazardous materials needs during disasters, and to restore critical hazardous materials systems that have been damaged or disrupted

- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-10 / Hazardous Materials response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-10 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-10, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-10 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-10 position
- Monitor and direct hazardous materials resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions to hazardous materials services to identify usability and reliability levels
- Establish and maintain hazardous materials services and systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-10 requests
- Provide updates on the damage to hazardous materials services, resource shortfalls, and potential impacts on accomplishing the ESF-10 mission
- Participate in development of Incident Action Plans and Situation Reports concerning hazardous materials services needs





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

- Participate in EOC briefings and attend other necessary meetings to report on hazardous materials items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-10's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Monitor the environmental impact of hazardous materials incidents in regards to the safety of responders as well as the public
- Coordinate environmental impact assessments and data with ESF-5 / Emergency Management, ESF-8 / Public Health and Medical Services and others as appropriate

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on hazardous materials services and resources, and the ability to perform continuity of operations for essential functions
- Provide hazardous materials services coordination and support during recovery operations through the EOC
- Coordinate ongoing environmental assessments with Kentucky Environmental Protection Cabinet and maintain documentation related to environmental damage from hazardous material releases
- Coordinate assistance to local governments and response agencies in the restoration of hazardous materials services
- Maintain documentation of all reported damage to hazardous materials facilities and equipment
- Continue to provide hazardous materials support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

#### Responsibilities

##### **All Agencies Associated With ESF-10:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-10, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-10 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-10 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-10 activities as needed.
- Provide on-going status reports as requested by the ESF-10 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide hazardous materials services and support to affected areas and populations as part of ESF-10. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor hazardous materials systems and services response and recovery efforts.
- Coordinate all mutual aid, State and Federal hazardous materials resources into the affected areas utilizing designated Staging Areas.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-10 representatives.
- Make requests for assistance to the State ESF-10 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical hazardous materials needs are addressed the quickest.
- Maintain a current inventory of hazardous materials resources and assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-10 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-10 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

#### Administration and Support

The ESF-10 / Hazardous Materials Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-10 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of hazardous materials services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly)
- ESF-10 / Hazardous Materials staffing directory (reviewed / updated quarterly)
- ESF-10 / Hazardous Materials notification lists (reviewed / updated quarterly)
- Major hazardous materials equipment identified in Resource Typing and readiness status (reviewed / updated annually)

Each hazardous materials organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County HSEM.

Hazardous materials organizations are responsible for training and continuing education of their personnel.

#### **Expenditures and Recordkeeping**

Each ESF-10 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-10 is responsible for managing financial matters specific to ESF-10 / Hazardous Materials activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS**

provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-10 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-10 / Hazardous Materials will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-10 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

#### **Statement of Concurrence ESF-10 / HAZARDOUS MATERIALS**

The signature appearing below indicates the individual has the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF-10 PRIMARY AGENCY:** Northern Kentucky Regional Haz-Mat / WMD Team

---

(Signature)	(Printed Name)	(Date)
Northern Kentucky Regional Haz-Mat / WMD Team Director		



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON**  
**COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support Function**

### **11 – Agriculture**

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**Kenton County Homeland Security**  
**Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security**  
**Emergency Management**

Director Steve Hensley

(Version: ESF11 059-01-2023)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN***  
***(Version 059-02-2023)***

### **EMERGENCY SUPPORT FUNCTION 11 -** **AGRICULTURE**

***Mission:*** *To coordinate and organize agriculture and animal care resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

#### **ESF-11 COORDINATORS:**

<b>ESF-11</b>	<b>Agriculture &amp; Natural Resources</b>		
<b>Primary</b>		Rick	Messingschlager
<b>Alternate 1</b>		Daniel	Allen
<b>Alternate 2</b>		Tony	Schmiade
<b>ESF-11</b>	<b>Animal Services</b>		
<b>Primary</b>	KC Animal Services Director	Kelsey	Maccombs
<b>Alternate 1</b>	KC Animal Services Asst. Dir.	John	Davis
<b>Alternate 2</b>	KC Animal Services Sergeant	Erin	Graul
<b>Alternate 3</b>	KC Animal Serv. Shelter Mngr.	Drew	Kelsay

#### **Primary Agency:**

- Kenton County Coop Extension Office

#### **Secondary Agencies:**

NONE

#### **Local Support / Resource Agencies:**

- Administrative Offices For Kenton County And All Cities
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- All Public Works Agencies In Kenton County
- Kenton County Animal Control
- Kenton County Homeland Security Emergency Management
- Northern Kentucky Health Department
- Kenton County Parks and Recreation Department





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 11 –** **AGRICULTURE**

- Kenton County Road Department
- Tri-State County Animal Response Team (CART)
- Kenton County Sheriff's Office
- Kenton County Emergency Communications Center
- Northern Kentucky Technical Rescue Team
- Northern Kentucky Regional WMD / HAZMAT Team
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- Saint Elizabeth Hospitals
- American Red Cross

#### **State Support / Resource Agencies:**

- Kentucky Department of Agriculture
- Kentucky State Agriculture Response Team (SART)
- Kentucky Department For Environmental Protection
- Kentucky Fish And Wildlife Department
- Kentucky Department of Transportation
- Kentucky Division of Emergency Management

#### **Federal Support / Resource Agencies:**

- United States Department of Agriculture

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

### Purpose

The Agriculture Emergency Support Function (ESF-11) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support agriculture and animal care needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-11 / Agriculture plan:

- Describes the organization and staffing for the provision of agriculture and animal care services and support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing agriculture and animal care services and support in the case of a disaster or emergency situation.
- Provides direction for personnel and resources involved in prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of agriculture and animal care services in emergency and disaster situations.

### Scope

The scope of ESF-11 / Agriculture includes:

- Provision of agriculture services during an emergency incident in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to agriculture and animal care systems, and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available agriculture and animal care systems and services recovery assistance.
- Provision of technical assistance concerning agriculture services before, during and after an incident or event.
- Ensuring the safety and security of the county's agricultural market (crop, livestock production, transportation and processing).
- Provision of guidance for dealing with animals impacted by disaster or disease and ensuring that animal and veterinary issues in natural disasters are supported.

This Emergency Support Function applies to all agencies with assigned agriculture emergency responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-11 / Agriculture*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

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*activities have existing emergency plans and procedures which this plan is designed to complement and support.*

#### **Situations and Assumptions**

Situations and assumptions involved in ESF-11 / Agriculture planning include:

##### **General**

- The agricultural industry in Kentucky is a major contributor to the economy of the Commonwealth, the nation, and the world.
- The direct impact on productivity, exporting animal products, feeding of animals (pets, livestock and wildlife), sheltering of animals and medical care for domestic animals could be such that outside assistance will need to be requested.
- Veterinary resources, humane societies, wildlife experts, industry representatives, and / or animal care providers who can assist in the care of injured animals and the disposal of dead animals are located within Kenton County.
- Care of domestic animals shall be a joint governmental and non-governmental effort.
- Wildlife emergencies will be handled by Kentucky Fish and Wildlife.
- It is possible that response procedures will extend across county and / or state lines, requiring intrastate / interstate coordination.
- Response efforts could encompass the culling of livestock and wildlife.
- Many chemicals have the potential to cause harmful effects to both human and animal health.
- The Kentucky State Agriculture Response Team (SART) can provide assistance for agriculture / animal relief response and recovery efforts. (SART was developed to augment response and recovery efforts for incidents involving agriculture / animals in any part of the state).

##### **Disaster**

- Large-scale disasters, such as severe droughts, floods, ice, and snow storms will injure, kill, and displace animals. These animals may be pets, livestock, and wildlife.
- Crop productivity, harvesting, monitoring, and exporting could be directly impacted by large-scale disasters.
- Acts of terrorism may be directed at the nation's food supply, livestock herds, or poultry flocks, either as the target or as a vehicle for weapons of mass destruction.



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- Animals that are displaced due to severe flooding, ice / snow storms, animal and plant diseases and cut off from food supplies could be of such number that euthanizing and disposal procedures may become necessary.
- Chemical accidents present features that differ from emergencies, such as drought, floods, etc.

#### **Disease**

- An outbreak of a disease that impacts the agricultural community could result in economic losses of unprecedented scale.
- Crops grown in Kentucky, including tobacco, are all vulnerable and potential targets of disease or contamination, either through natural or accidental introduction, or through terrorist attack.
- Kenton County must be ready to effectively respond to and control an outbreak of communicable disease or other conditions affecting agriculture, livestock, poultry, wildlife, exotic and companion animals, including but not limited to environmental emergencies or natural disasters.
- Because people, animals or materials can bring pathogens into contact with a susceptible host and spread the disease, prevention measures at all levels must be addressed and pathogens must be quickly and effectively controlled.
- Any animal disease emergency detected anywhere in the United States puts the country's entire agricultural community at risk.
- There is the potential for animal pathogens and the threat of disease to be used for terrorism.
- Effective eradication may require extraordinary resources and cooperation of all local agencies to minimize the impact on the agricultural industry and commerce, including proper sanitary and disposal procedures for carcasses.
- Vector control could include discarding organic and inorganic matter, in any form, that is located on the site of positive detection.
- Suspected infected facilities and transport vehicles will need to be cleaned and disinfected.
- Areas where suspected or confirmed cases originate will require special operational procedures and quarantine areas.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

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### Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-11 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-11 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional agriculture and animal care resource allocation are made at the Emergency Operations Center by the ESF-11 Coordinator. The Kenton County Coop Extension Office is the lead agency for ESF-11 and will manage the emergency activities of ESF-11.

In accordance with a mission assignment from ESF-11 and further mission tasking by a local primary agency, each support organization assisting in an ESF-11 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-11.

The ESF-11 / Agriculture system operates at two levels – the Emergency Operations Center and field operations. The ESF-11 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-11 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to agriculture and animal care systems and services.
- Evaluate, analyze and prioritize requests for assistance from ESF-11.
- Develop and update assessments of current and anticipated future agriculture and animal care needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 11 –** **AGRICULTURE**

- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide agriculture and animal care services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of agriculture in emergency and disaster situations.
- Coordinate damage assessments and inspections for agricultural facilities and sites.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for agriculture and animal care services.
- Coordinate restoration or replenishment of agriculture and animal care capabilities and resources.

Agricultural requests not able to be addressed by the ESF-11 Coordinator will remain the responsibility of the owner / operator.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

### Concept of Operations

#### **General Information**

The ESF-11 / Agriculture Primary Agencies work with the EOC management team to ensure necessary agriculture and animal care tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-11 activities as required by the size and demands of the event. The ESF-11 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-11 Coordinator has the responsibility for directing, controlling and coordinating all agriculture and animal care services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines agriculture and animal care requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

All requests for agriculture and animal related services and resources will be routed to the ESF-11 / Agriculture desk to determine appropriate action.

The priorities for allocation of resources by ESF-11 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for agriculture and animal care disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-11 will utilize five fundamental, interrelated functions as illustrated in Figure 11-1: *ESF-11 / Agriculture Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide agriculture and animal care services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

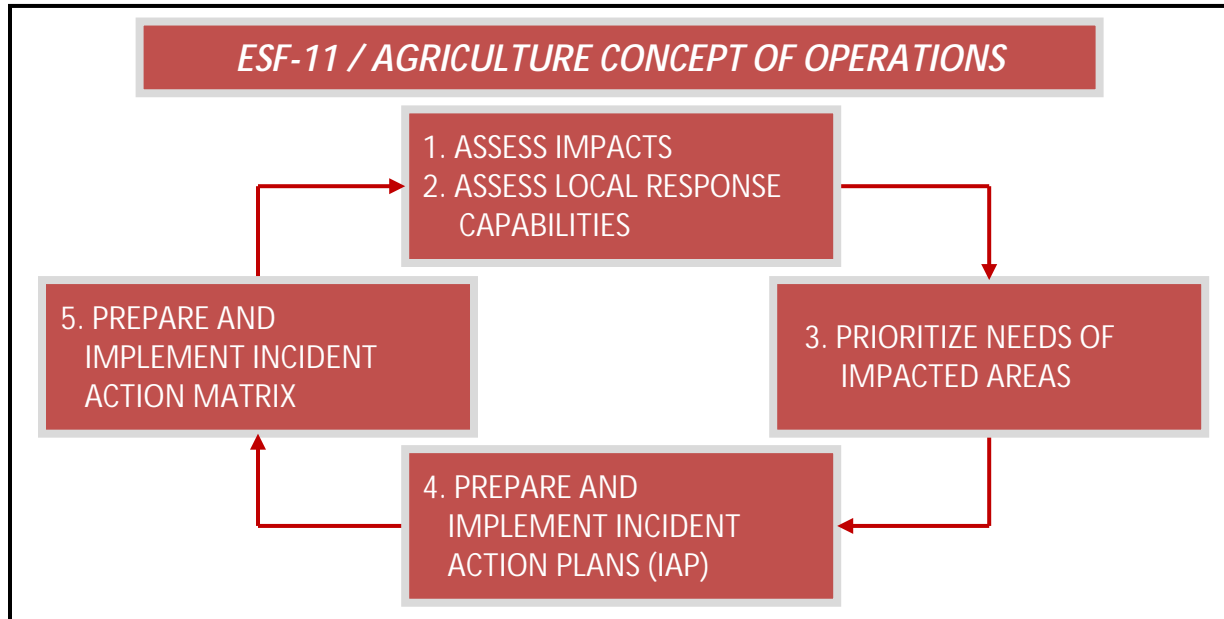


Figure 11-1: ESF-11 / Agriculture Concept of Operations

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who in turn will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-11 / Agriculture will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-11 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-11 / Agriculture is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of agriculture operations for Kenton County and it’s cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-11 /



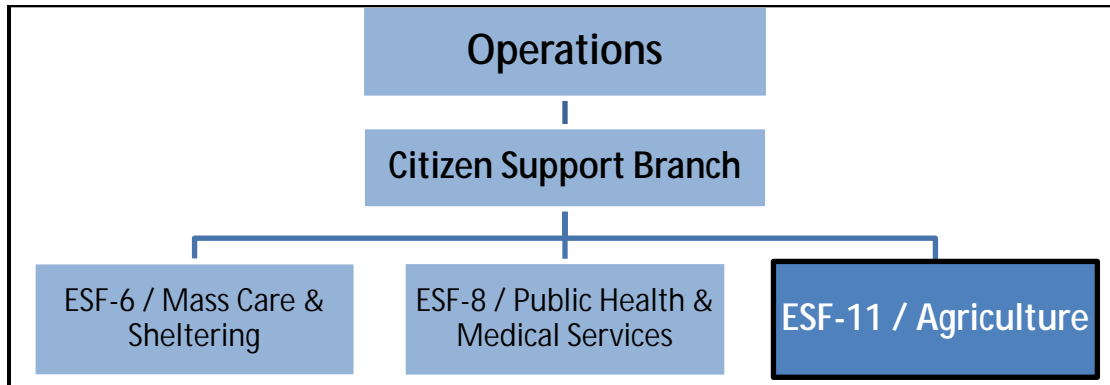


# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Agriculture capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Agriculture and animal care services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-11 / Agriculture is located in the Citizen Support Branch of the Operations Section as shown in Figure 11-2.



**Figure 11-2: Incident Command System Structure For ESF-11 / Agriculture**

The ESF-11 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required agriculture and animal care assets. If the ESF-11 Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the agriculture and animal care resources available at the local level. Requests for agriculture and animal care assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 11 –** **AGRICULTURE**

When the need for agriculture and animal care resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide agriculture and animal care resources are utilized.

When needed agriculture and animal care resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the state Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for agriculture and animal care coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-11 and, to the extent capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of an EOC's in more than one county, the lead agency for agriculture coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

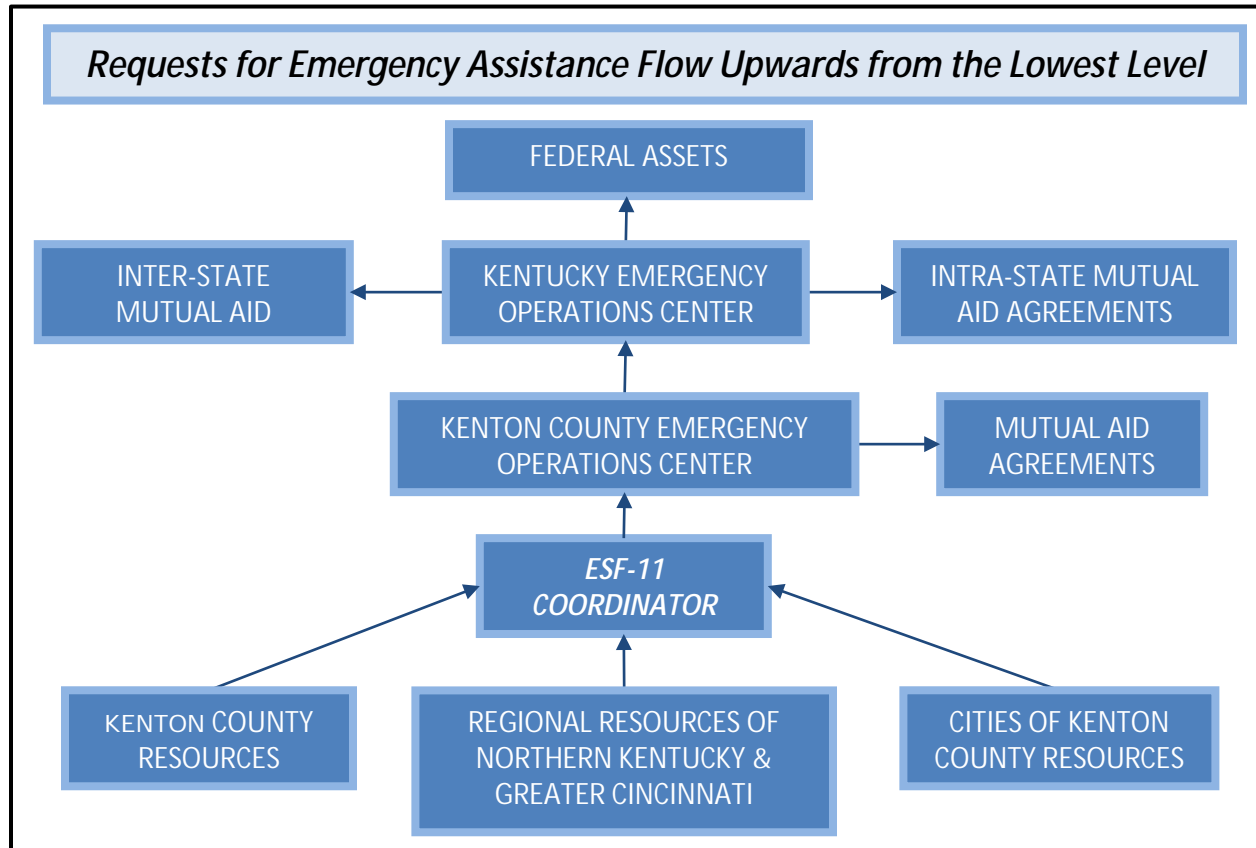
During an emergency or disaster event, ESF-11 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, ESF-11 evaluates and analyzes information regarding agriculture requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 11-3: *Progressive Requests for Emergency / Disaster Resources*.



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## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE



**Figure 11-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

### Phases Of Management

Actions initiated by ESF-11 / Agriculture are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-11 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Assessment of agricultural needs and potential impacts
- Agriculture services management, command and control of assets (including personnel, equipment and supplies)
- Agriculture activities related to terrorist threats and / or events
- Logistical Staging areas and Points of Dispensing
- Catastrophic incident and alternate agriculture facility support
- Assistance to emergency response teams with animal-related problems
- Coordination for animal services and / or support agencies to transport animals as needed before, during and after disasters
- Assistance in coordination of any sites of animal needs stations to be set up in the Kenton County area
- Coordination of appropriate equipment and resources for pre- and post-disaster sheltering and rescue of horses and farm animals
- Coordination of mutual aid from support agencies for emergency care to all injured animals
- Coordination of animal carcass disposal, to possibly include massive numbers
- Release of public information through ESF-15 / Public Information regarding such issues as quarantine areas, zoonotic issues, alerts and public service information announcements

### **Preparedness Actions**

- Plan with ESF-11 support agencies and other Emergency Support Functions to refine agriculture and animal care operations, including:
  - Assessment of the vulnerability of agriculture and animal care systems and services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assessment of worst-case scenario damage to agriculture and animal care systems and services, with emphasis on scenarios that will cause catastrophic loss of functionality



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### EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Identify mission essential functions involving agriculture and animal care services

Identify alternative agriculture and animal care systems and services that can serve as backup if a major event disrupts or disables the ability of primary agencies to perform mission essential functions

Refine and exercise preplanned protective measures relative to the county's crop, livestock, and poultry industry

- Prepare and maintain the following items which are necessary for implementation of ESF-11 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical facilities
  - Administrative and financial procedures to properly document activities of ESF-11 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the agriculture and animal care needs during disasters, and to restore critical agriculture and animal care systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-11 / Agriculture response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-11 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-11, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-11 training
- Develop and present preparedness programs that address small pet issues. (The Kenton County Extension Service will coordinate preparedness and response programs that address livestock or other large animals.)
- Promote awareness of animal protection through a United States Department of Homeland Security public education brochure entitled "Preparing your Pets for Emergencies Makes Sense - Get Ready Now" and other mediums as appropriate
- Develop mutual aid agreements with government agencies, professional associations, and private agencies and organizations
- Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners when separated during an incident / disaster



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### EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

- Coordinate the storage of emergency relief supplies and their distribution to animal caretakers / shelters
- Coordinate location(s) to be confinement areas or areas to be quarantined due to infectious animal or plant diseases to help prevent the spread to other areas
- Coordinate a system for tracking of activities based on information provided by personnel located by confinement areas or quarantine locations

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-11 position
- Monitor and direct agriculture and animal care resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions to agriculture and animal care services to identify usability and reliability levels
- Establish and maintain agriculture and animal care systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-11 requests
- Provide updates on the damage to agriculture and animal care services, resource shortfalls, and potential impacts on accomplishing the ESF-11 mission
- Participate in developing Incident Action Plans and Situation Reports concerning agriculture and animal care needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to agriculture and animal care
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate movement of resources into the affected areas from designated staging areas as needed
- Coordinate with ESF-11's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Monitor the environmental impact of agriculture incidents in regards to the safety of responders as well as the public
- Coordinate impact assessments and data with ESF-8 / Public Health and Medical Services and others as appropriate



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### EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

- Coordinate emergency medical care for all animals, including commercial livestock, poultry, fish, exhibition (racing) animals; and domestic pets
- Coordinate effective surveillance of critical locations (i.e., auction markets, confinement markets, slaughter plants and free-range operations)
- Take additional precautions at public events where animals are displayed, including markets, and consider alternate venues or cancellation
- Coordinate evacuation of livestock during a disaster / incident to emergency shelters and coordinate efforts to provide water, food, and other physical needs to livestock / wildlife being sheltered
- Coordinate animal care, euthanasia of injured animals and disposal of dead animals

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on agriculture and animal care services and resources, and the ability to perform continuity of operations for essential functions
- Provide agriculture and animal care services coordination and support during recovery operations through the EOC
- Maintain documentation of all reported damage to agriculture and animal care facilities and equipment
- Continue to provide agriculture and animal care support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Coordinate assistance to local governments and response agencies in the restoration of agriculture and animal care services
- Initiate financial reimbursement processes for recovery activities when such support is available
- Provide continued care of sheltered animals and an extended network for the adoption of unclaimed animals
- Coordinate with other Emergency Support Functions to provide support and to aid in the relief of nuisance / health-related problems involving animals and their impact on human relief efforts
- Continue to provide assistance with capture of injured / displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies, and carcass disposal
- Coordinate long-term animal issues to include long-term health recovery, and proper disposal of carcasses (with the aid of ESF-3 / 12 Public Works-Infrastructure Management)



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### EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

- Coordinate CART's and other local emergency response teams within the county, with the statewide support network and the SART
- Cooperate with law enforcement officials in criminal investigations if a terrorist act is suspected in connection with agricultural incidents
- Establish appropriate security for supplies, equipment, personnel, and other resources to carry out the recovery plans associated with animal health emergencies and / or acts of agro-terrorism that may pose a substantial threat to the county
- Coordinate decontamination and / or destruction of animals, plants, and their associated facilities when necessary

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters
- Develop and deliver guidance for farmers, owners of livestock and pet owners on measures that can be taken to reduce losses from scenario disaster events





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

### Responsibilities

#### **All Agencies Associated With ESF-11:**

Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-11 in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.

- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-11 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-11 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-11 activities as needed.
- Provide on-going status reports as requested by the ESF-11 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide agriculture and animal care services to affected areas and populations as part of ESF-11. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor agriculture and animal care services response and recovery efforts.
- Coordinate all mutual aid, State and Federal agriculture and animal care resources into the affected areas utilizing designated Staging Areas.



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- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-11 representatives.
- Make requests for agriculture and animal care assistance to the State ESF-11 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical agriculture and animal care needs are addressed the quickest.
- Coordinate and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- Maintain a current inventory of agriculture and animal care assets from participating agencies, including their location and condition.
- Coordinate with the Northern Kentucky Independent Health District for the release of public information regarding agriculture related health issues.
- Facilitate the transportation of injured, stray or nuisance animals to animal care facilities.
- Provide for the quarantining of bite animals for observation, impounding of animals roaming at large, returning of wild animals to their natural environment, and euthanizing sick and / or injured animals through assigned and authorized personnel.
- Respond to animal-related inquires, investigate all animal bites, animal cruelty and neglect complaints.
- Coordinate surveillance of plant pests and / or diseases of unknown or questionable origin which may pose a potential or substantial threat to agriculture, horticulture, economy or public health.
- Assisting in monitoring and reporting environmental hazards related to agricultural issues.
- Provide for product tracing to determine the source, destination and disposition of adulterated and / or contaminated products as needed.
- Demobilize resources and deactivate the ESF-11 function upon direction from the EOC Manager.

#### **Support / Resource Agencies:**

- Provide information and resources as requested by the ESF-11 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

### Administration and Support

The ESF-11 / Agriculture Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-11 planning committee and Kenton County HSEM at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of agriculture and animal care services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-11 / Agriculture staffing directory (reviewed / updated quarterly).
- ESF-11 / Agriculture notification lists (reviewed / updated quarterly).
- Major agriculture and animal care resources and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each agriculture and animal care organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Agriculture and animal care organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-11 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-11 is responsible for managing financial matters specific to ESF 11 / Agriculture activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-11 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues via coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF 11 / Agriculture will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF 11 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

### **Statement of Concurrence ESF-11 / AGRICULTURE**

The signatures appearing below indicate the individuals have the authority to commit resources of the agency represented and agree to the functions and tasks prescribed for this Emergency Support Function.

**ESF-11 PRIMARY AGENCY:** Kenton County Coop Extension Office

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Coop Extension Office Director		



# **Kenton County, Kentucky**

## **Emergency Support**

### **Function 3/12-Public Works**



## **Kenton County Homeland Security Emergency Management**

### **Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF3/12 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN  
 COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –  
 INFRASTRUCTURE MANAGEMENT**

**KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
 (Version 059-02-2023)**

**EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS**

**EMERGENCY SUPPORT FUNCTION 12 – ENERGY / UTILITIES**

**COMBINED EMERGENCY SUPPORT FUNCTION 3/12 –  
 INFRASTRUCTURE MANAGEMENT**

***Mission:** To coordinate and organize public works, energy, and other utilities’ resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

**ESF-3/12 COORDINATORS:**

<b>ESF-3</b>	<b>Public Works</b>		
<b>Primary</b>	Kenton County Public Works Director	Nick	Hendrix
<b>Alternate 1</b>	Kenton County Public Works Manager		
<b>Alternate 2</b>	Kenton County Public Works Supervisor	Rick	Buster

<b>ESF-3</b>	<b>Engineering</b>		
<b>Primary</b>	PDS Senior Infrastructure Inspector	Rob	Zwick
<b>Alternate 1</b>	PDS Senior Infrastructure Inspector	Donnie	Edwards
<b>Alternate 2</b>	City Of Fort Mitchell Engineer	Nick	Tewes

<b>ESF-3</b>	<b>Building Inspections/Codes</b>		
<b>Primary</b>	PDS Chief Building Inspector	Brian	Sims
<b>Alternate 1</b>	PDS Associate Building Official	Gary	Forsyth
<b>Alternate 2</b>	PDS Senior Building Official	Tim	Tholemeier

<b>ESF-3</b>	<b>Geographic Information Systems</b>		
<b>Primary</b>	PDS GIS Administrative Director	Trisha	Brush
<b>Alternate 1</b>	PDS GIS Application Devel. Coord.	Christy	Powell
<b>Alternate 2</b>	Geospatial Architect	Tom	East



**KENTON COUNTY EMERGENCY OPERATIONS PLAN  
 COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –  
 INFRASTRUCTURE MANAGEMENT**

<b>ESF-12</b>	<b>Emergency Support Function 12 Coordinator</b>		
<b>Primary</b>	Kenton County Asst. Administrator	Scott	Gunning
<b>Alternate 1</b>	KC Public Works Director & Engineer	Nick	Hendrix
<b>Alternate 2</b>	City Of Fort Mitchell Engineer	Nick	Tewes
<b>Alternate 3</b>	KC Public Works Supervisor	Rick	Buster

<b>ESF-12</b>	<b>Utilities - Energy / Duke Energy</b>		
<b>Primary</b>	Vice-President - Community Relations	Rhonda	Whitaker Hurtt
<b>Alternate 1</b>	Community Relations Manager	Cara	Brooks
<b>Alternate 2</b>	Lead Health & Safety Specialist	Susan	Browning

<b>ESF-12</b>	<b>Utilities - Energy / Owen Electric</b>		
<b>Primary</b>	Senior Vice-President - Operations & Technology	Rusty	Williams
<b>Alternate 1</b>	Operations Manager	Brian	Jones
<b>Alternate 2</b>	System Operator	Kevin	Miller
<b>Alternate 3</b>	Technical Services Manager	Tim	Cammack

<b>ESF-12</b>	<b>Utilities - Sanitation District</b>		
<b>Primary</b>			
<b>Alternate 1</b>			
<b>Alternate 2</b>	Environmental Health & Safety Coordinator		

<b>ESF-12</b>	<b>Utilities - Water District</b>		
<b>Primary</b>	Safety Coordinator	Brad	Murphy
<b>Alternate 1</b>	Vice-President - Engineering, Production, Distribution	Amy	Kramer
<b>Alternate 2</b>	Human Resources Manager	Kim	Clemons





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### **Primary Agencies:**

- All Public Works And Road Agencies In Kenton County
- Kentucky Transportation Cabinet (KYTC) District 6 Office
- Duke Energy
- Owen Electric Cooperative

#### **Secondary Agencies:**

- Administrative Offices For Kenton County And All Cities
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- US Army Corps Of Engineers

#### **Local Support / Resource Agencies:**

- PDS Of Kenton County
- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Local Media (Radio, TV, Cable, Newspaper)
- Kenton County Emergency Communications Center
- Altafiber
- Spectrum Cable
- Regional Trash & Waste Disposal Agencies

#### **State Support / Resource Agencies:**

- Kentucky State Police
- Kentucky Motor Vehicle Enforcement
- Kentucky Division of Emergency Management
- Kentucky State Fire Marshal
- Kentucky Department of Military Affairs / Kentucky National Guard

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Purpose

This combined Emergency Support Function (ESF-3 – Public Works and ESF 12 – Energy / Utility) into ESF 3/12 – Infrastructure Management identifies and organizes the resources (human, technical, equipment, facility, materials and supplies) available to Kenton County and it's cities to address and support public infrastructure and utility needs in the event of either a natural or man-made disaster or emergency situation.

The infrastructure systems and utility services specifically identified in this ESF are:

- Government facilities / services
- Electric
- Water / wastewater
- Transportation
- Fossil fuels
- Debris management

The ESF-3/12 Infrastructure Management plan:

- Describes the organization and staffing for the provision of public infrastructure support and debris management to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with repairing and maintaining public utilities infrastructure systems in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of Public Works and Energy / Utilities for emergency and disaster situations.

#### Scope

The scope of ESF 3/12 Infrastructure Management includes:

- Assessment of damage to public infrastructure systems and utility services, and restoration of systems and services to pre-emergency conditions for all affected agencies and jurisdictions in Kenton County.
- Provision of a debris removal process for emergencies and natural disasters for all affected agencies and jurisdictions in Kenton County.
- Coordination with ESF-3/12 support agencies for assistance in helping public infrastructure suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore systems.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Coordination of information between local, state, and federal officials and suppliers about available recovery assistance for public infrastructure systems, utility systems and services, and debris management programs.
- Provision of technical assistance concerning public infrastructure systems, utility systems and services, and debris removal processes before, during and after an incident or event.
- A comprehensive list of critical infrastructure systems can be found in the Kenton County Emergency Operations Plan – Appendix H (Critical Infrastructure FOUO)

This Emergency Support Function applies to all agencies with assigned public works and / or public utilities responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-3/12 Infrastructure Management activities have existing emergency plans and procedures which this plan is designed to complement and support.*

### Situations and Assumptions

Situations and assumptions involved in ESF-3/12 Infrastructure Management planning include:

- County and City governments have an immediate requirement and limited capabilities to provide emergency services for restoration of public utilities (electric, water, wastewater, transportation and fossil fuels) and debris management following a catastrophic incident.
- Restoration of critical public services will require significant effort to repair various infrastructure systems.
- Incidents of all types can result in significant amounts of debris that must be removed to save lives and minimize further damage.
- Debris management will quickly become overwhelming following a catastrophic incident, and will include emergency clearance of debris; cleaning, repairing, or reconstructing damaged emergency access routes; emergency demolition of damaged structures and facilities; and disposal of the debris.
- Damage can include injuries or death to persons and animals, physical damage to property and buildings, and economic loss.
- An immediate need for transportation to move and protect life and property before, during and after an incident will require rapid coordination of repairs to roads and bridges, installation and repair of traffic control devices, and snow / ice removal.
- Catastrophic incidents could block or alter normal channels of transportation in Kenton County. Streets and major transportation routes may be obstructed by large amounts of debris and may be impassable for long periods of time.



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

Emergency access and egress may be restricted in damaged areas, and they may only be initially accessible by air or other alternate means.

- Severe damage may be caused to homes, businesses, public buildings, roadways, bridges, pipes, wires, towers and other forms of infrastructure, resulting in large debris fields that may be hazardous to the health and welfare of citizens in the County.
- Private companies may be needed to assist with debris removal and infrastructure reconstruction.
- Storage and / or disposal of contaminated materials and / or contaminated soil will be a local task, with state and federal support.

### **Direction and Control**

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-3/12 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-3/12 expectations.

All management decisions regarding county and / or regional public works and utility infrastructure resource allocations are made at the EOC by the ESF-3/12 Coordinator. Kenton County Public Works is the lead agency for the combined ESF-3/12 and will manage the emergency activities of ESF-3/12 Infrastructure Management.

In accordance with a mission assignment from ESF-3/12 and further mission tasking by a local primary agency, each support organization assisting in that assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-3/12.

The combined ESF-3/12 Infrastructure Management systems operates at two levels – the Emergency Operations Center and field operations. The ESF-3/12 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-3/12 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to Public Works, utilities, and debris management.
- Assess the capabilities of local government, utility providers, the business community and other involved agencies to effectively prepare for, respond to and recover from an incident or major event.
- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county for a forecasted major event or incident.
- Evaluate, analyze and prioritize requests for assistance from ESF-3/12.



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify locations with special needs that will require emergency provision of utility services.
- Coordinate damage assessments and inspections for the following items:
  - Transportation infrastructure, including highways, bridges, railroads, and waterways.
  - Utilities infrastructure, including electric, fossil fuels, water, and sanitation.
  - Waste / Debris Management facilities and systems.
  - Government buildings and facilities.
- Develop and update assessments of current and anticipated future needs and resource requirements for activities involving both public and utility infrastructure, as well as debris management.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for Public Works, utility restoration, and debris management services.
- Coordinate restoration or replenishment of critical Public Works, utility and debris management capabilities and resources.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide both public and utility infrastructure management, as well as debris management, support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of Public Works, utility restoration, and debris management in emergency and disaster situations.

ESF-3/12 requests not fulfilled by the Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

#### **Assistance With Debris Removal**

Kenton County and its cities maintain a comprehensive Debris Management Plan that is a support plan for the EOP. When an incident generates a significant amount of debris, this plan can be implemented through ESF-3/12.

For smaller incidents, there are local and regional sources of assistance available to city and county governments for debris removal. Private firms may need to be contracted for assistance if required and available. Additionally, humanitarian organizations (such as



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

the Brighton Center) may be available to provide assistance. Kenton County HSEM will coordinate this kind of assistance.

If necessary, a Debris Management firm may be selected by the local government agency through a State-approved competitive purchasing process. Duties and responsibilities of the debris management firm would include:

- Management of individual debris hauling / removal contractors selected through a competitive bid process
- Training, management, and oversight of debris monitors
- Preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines

The U.S. Army Corps of Engineers (USACE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the USACE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the USACE can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days.

## **Concept of Operations**

### **General Information**

The ESF-3/12 Infrastructure Management Primary Agencies work with the EOC Management Team to ensure necessary public works infrastructure, utility services, and debris management tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-3/12 activities as required by the size and demands of the event. The ESF-3/12 Coordinator may need to work in conjunction with other ESF Coordinators to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of Infrastructure Management services are divided into three distinct areas, Government Services, Public Utility Services, and Industry.

The ESF-3/12 Coordinator has the responsibility for directing, controlling and coordinating all public works, public utilities infrastructure, and debris management services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines requirements by establishing priorities and coordinating with adjoining counties in the joint use of available resources.

All requests for public works, utilities, and debris management services and resources will be routed to the ESF-3/12 desk to determine appropriate action.

The priorities for allocation of resources by ESF-3/12 are:



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public works, utilities, and debris management disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

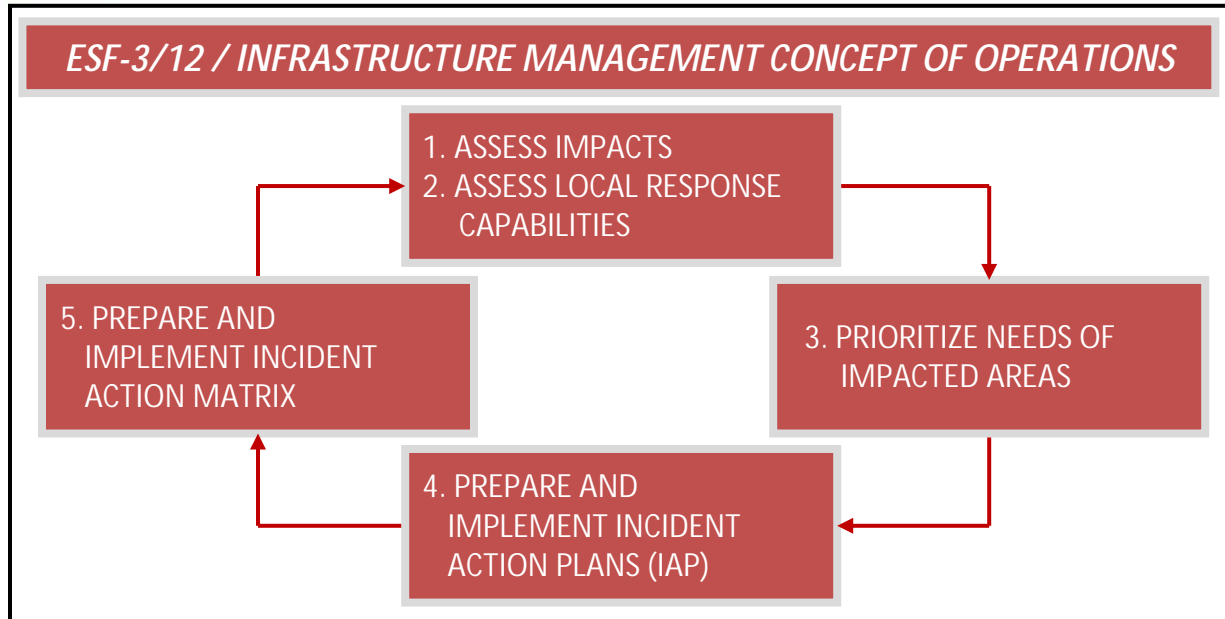
ESF-3/12 will utilize five fundamental, interrelated functions as illustrated in Figure 3-1:  
*ESF-3/12 Concept of Operations:*

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, utility companies, the business community and volunteer agencies to effectively provide public services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT



**Figure 3-1: ESF-3/12 Infrastructure Management Concept of Operations**

#### **Notifications**

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-3/12 will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-3/12 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

#### **Organization**

ESF-3/12 is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. . The ICS system supports incident assessment, planning, procurement, deployment and coordination of public works, utilities, public infrastructure and debris management operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-3/12 capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

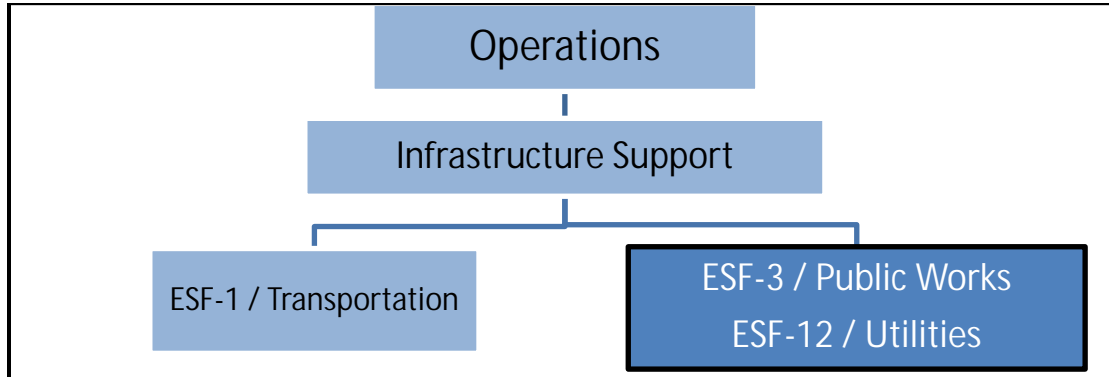


## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

In the ICS structure, both the ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management functions are located in the Infrastructure Support Branch of the Operations Section as shown in Figure 3-2.



**Figure 3-2: Incident Command System Structure For ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management**

The ESF-3/12 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required public works, public infrastructure and debris management assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

#### **Initial Response And Escalation**

The initial response needs for an emergency / disaster situation are met by the use of the public works and utility resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for public works, utilities, public infrastructure or debris management resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for public works, utilities, public infrastructure or debris management coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-3/12 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for public works, utilities, public infrastructure or debris management coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

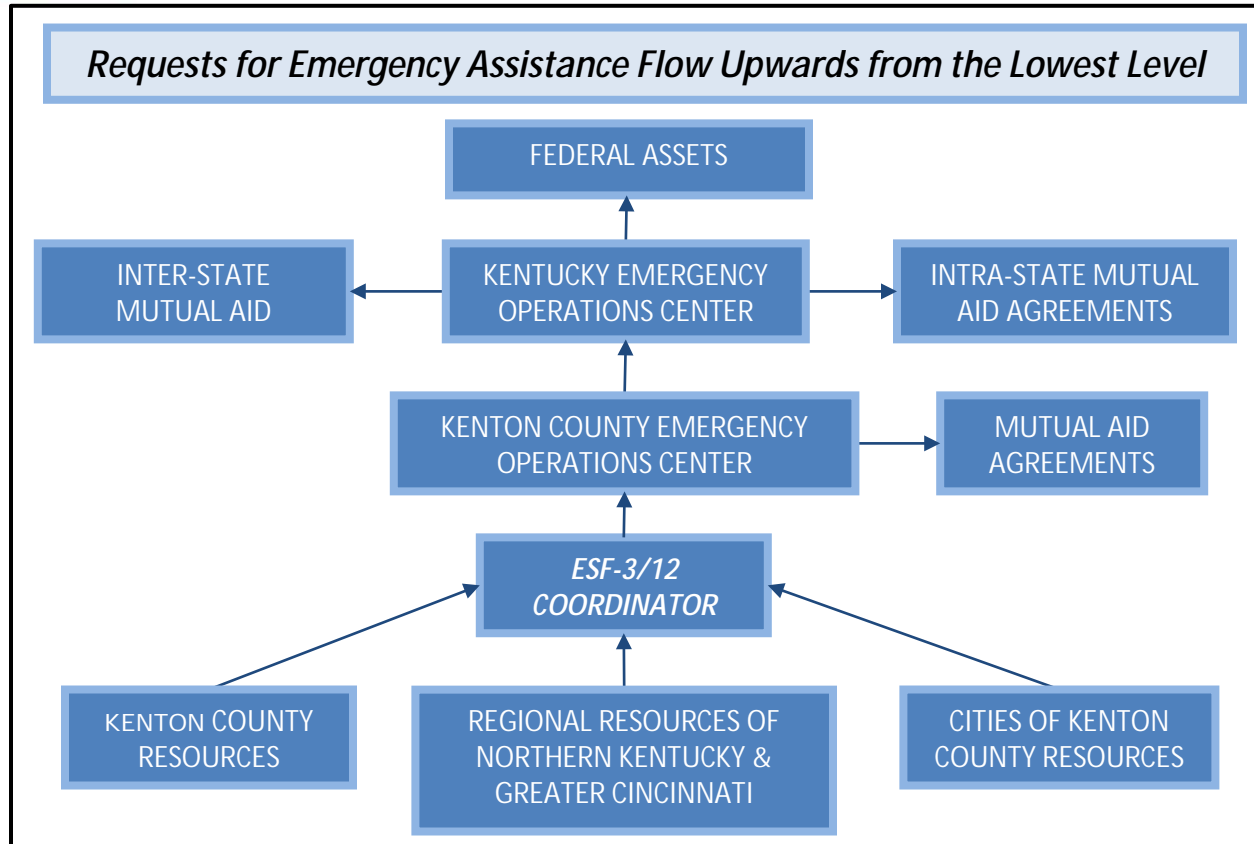
During an emergency or disaster event, ESF-3/12 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-3/12 evaluates and analyzes information regarding public works, utilities, public infrastructure or debris management requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 3-3: *Progressive Requests for Emergency / Disaster Resources*.

# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT



**Figure 3-3: Progressive Requests for Emergency / Disaster Resources**

### Phases Of Management

Actions initiated by ESF-3/12 are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-3/12 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Public Works services for all Kenton County local government agencies, including infrastructure repair / recovery and debris management.
- Public utility infrastructure restoration services for electric, fossil fuels, water and wastewater.
- ESF-3/12 mission-related personnel, facilities, equipment and supplies.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Preparedness Actions

- Plan with ESF-3/12 support agencies and other Emergency Support Functions to refine critical public works and utility operations, including:
  - Assess the vulnerability of infrastructure systems to the effects of natural, technological and man-made hazards
  - Assess worst-case scenario damage to infrastructure systems with emphasis on scenarios that will cause the loss of system functionality
  - Identify critical systems and functions, and evaluate ways to provide rapid restoration or replacement alternatives for them in the case of damage or destruction
  - Identify alternative facilities and systems that can serve as backup for public works and / or public utilities services in the case of damage or destruction
- Prepare and maintain the following items which are necessary for implementation of ESF-3/12 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories and personnel rosters, including construction contractors and engineering firms with active contracts who would be available for infrastructure repairs
  - Resource mobilization information
  - Information on critical facilities, including a prioritized list of critical public structures and facilities
  - Information on facilities and structures which could pose an immediate hazard or safety risk to public health and may require demolition or stabilization
  - Administrative and financial procedures to properly document activities of ESF-3/12 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the Public Works, utility, infrastructure, and Debris Management needs during disasters, and to restore critical systems that have been damaged
- Develop and present training courses for EOC and ESF-3/12 response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-3/12 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-3/12, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-3/12 training



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

#### Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-3/12 position
- Monitor and direct ESF-3/12 resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation or scheduled event
- Assess damages and disruptions of public works and public utilities infrastructure systems to identify usability and reliability levels
- Establish and maintain infrastructure management systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-3/12 requests
- Provide updates on the damage to public infrastructure systems and utility services, resource shortfalls, and potential impacts on accomplishing the ESF-3/12 mission
- Participate in development of Incident Action Plans and Situation Reports concerning public works, utilities, public infrastructure, and debris management needs
- Implement procedures necessary for providing critical public works services and public infrastructure system restoration
- Implement procedures necessary for providing emergency debris management services until such time as long-term services can be implemented
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities, including:
  - Transportation infrastructure, including bridges, railroads, and waterways
  - Electrical production and distribution systems
  - Fossil fuel production and distribution systems (natural gas, LP gas, etc.)
  - Potable water production and distribution systems
  - Wastewater treatment and distribution systems
  - Debris removal and management systems
- Participate in EOC briefings and attend other necessary meetings to report on ESF-3/12 items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Coordinate with ESF-3/12's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on public works, government facilities and public utilities, including the ability to perform continuity of operations for essential functions
- Coordinate with the Kenton County Solid Waste Department, who is the agency responsible for disposal of debris. Depending on the magnitude of the disaster, permits for emergency landfills and waivers for the burning of debris may be required.
- Coordinate assistance to local governments and response agencies in the restoration of public works, government facilities and public utilities
- Maintain documentation of all reported damage to public works, government facilities and public utilities
- Continue to provide support for public works, government facilities and public utilities as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

### Responsibilities

#### **All Agencies:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-3/12, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of ESF-3/12 roles and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-3/12 in the overall functioning of the Kenton County EOC, and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-3/12 activities as needed.
- Provide on-going status reports as requested by the ESF-3/12 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public works, utilities, public infrastructure and debris management services to affected areas and populations as part of ESF-3/12. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor public works, utilities, public infrastructure and debris management systems emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal public works, utilities, public infrastructure and debris management resources into the affected areas utilizing designated Staging Areas.



## **KENTON COUNTY EMERGENCY OPERATIONS PLAN**

### **COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**

### **INFRASTRUCTURE MANAGEMENT**

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-3/12 representatives.
- Make requests for assistance to the State ESF-3/12 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical needs are addressed the quickest.
- Maintain a current inventory of public works, utilities, public infrastructure and debris management system assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-3/12 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-3/12 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.

### **Administration and Support**

The ESF-3/12 Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-3/12 planning committee and Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of public works, public utilities and associated services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-3/12 staffing directory (reviewed / updated quarterly).
- ESF-3/12 notification lists (reviewed / updated quarterly).





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

### INFRASTRUCTURE MANAGEMENT

- Major ESF-3/12 equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public works, public utility and debris management organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Public works, public utility and debris management organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-3/12 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-3/12 is responsible for managing financial matters specific to ESF-3/12 activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-3/12 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-3/12 will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-3/12 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –**  
**INFRASTRUCTURE MANAGEMENT**

**Statement of Concurrence ESF-3 / PUBLIC WORKS &**  
**ESF-12 / ENERGY / UTILITIES**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this combined Emergency Support Function.

**ESF-3/12 PRIMARY AGENCIES:** Kenton County Public Works, Kentucky Department Of Transportation – District 6, All Public Works Agencies For Cities In Kenton County, Duke Energy, Owen Electric Cooperative

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Kenton County Public Works Director

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Kentucky Department Of Transportation – District 6 Director

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Duke Energy

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Owen Electric Cooperative



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON**  
**COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support Function**

### **13 – Law Enforcement**



**Kenton County Homeland Security**  
**Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security**  
**Emergency Management**

Director Steve Hensley

(Version: ESF13 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**

**EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN  
(Version 059-02-2023)***

***EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY***

***Mission:*** To coordinate and organize law enforcement and security resources in preparing for, responding to and recovering from emergency / disaster incidents that impact the citizens of Kenton County.

**ESF-13 COORDINATORS:**

ESF-13	Law Enforcement And Security		
<b>Primary</b>	Kenton County Police Chief	Spike	Jones
<b>Alternate 1</b>	Kenton County Sheriff	Chuck	Korzenborn
<b>Alternate 2</b>	Kenton County Deputy Sheriff	Pat	Morgan
<b>Alternate 3</b>	Kenton County Deputy Sheriff	Todd	Massey

**Primary Agencies:**

- Kenton County Police Department
- Kenton County Sheriff’s Office
- All City Law Enforcement Agencies in Kenton County

**Secondary / Support Agency:**

- Kenton County Homeland Security Emergency Management

**Local Support / Resource Agencies:**

- Kenton County Emergency Communications Center
- Law Enforcement Agencies from neighboring counties
- All Fire / EMS and Rescue Agencies In Kenton County and neighboring counties
- Kenton County Road Department
- Kenton County Animal Services
- Kenton County Coroner’s Office
- Northern Kentucky Independent District Health Department
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Northern Kentucky Regional HAZMAT / WMD Team



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

- American Red Cross
- Salvation Army

#### **State Support / Resource Agencies:**

- Kentucky State Police
- Kentucky National Guard
- Kentucky Motor Vehicle Enforcement
- Kentucky Department of Transportation
- Kentucky Department of Corrections
- Kentucky Division of Emergency Management
- Kentucky Department For Environmental Protection

#### **Federal Support / Resource Agencies:**

- Federal Bureau Of Investigation (FBI)
- Department Of Alcohol, Tobacco, Firearms and Explosives (ATF)
- National Weather Service Office – Wilmington, Ohio
- US Coast Guard

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

#### Purpose

The Law Enforcement and Security Emergency Support Function (ESF-13) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support law enforcement and security needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-13 / Law Enforcement And Security plan:

- Describes the organization and staffing for the provision of law enforcement and security support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing law enforcement and security services in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of law enforcement and security for emergency and disaster situations.

#### Scope

The scope of ESF-13 / Law Enforcement And Security includes:

- Provision of law enforcement and security services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County, including but not limited to the following:
  - maintaining law and order
  - protecting life and property
  - undertaking traffic control
  - providing law enforcement support to other agencies
  - guarding essential facilities and supplies
  - coordinating law enforcement mutual aid
- Assessment of the law enforcement services damage / disruption, and resources required to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available law enforcement and security services recovery assistance.
- Provision of technical assistance concerning law enforcement and security services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned law enforcement and security emergency responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-13 / Law Enforcement And Security activities have existing emergency plans and procedures which this plan is designed to complement and support.*



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

#### **Situations and Assumptions**

Situations and assumptions involved in ESF-13 / Law Enforcement And Security planning include:

- Local law enforcement organizations are prepared to support each other during emergency situations using available expertise, equipment, and manpower to ensure efficient and effective emergency law enforcement operations.
- Law enforcement resources may be directly impacted and potentially degraded by a disaster or catastrophic event. There is the potential for major disruption or even immobilization of local law enforcement resources due to terrorist actions, civil disturbances, bombing, blackmail, sniping, or other acts of violence, directed at the those resources.
- In most incidents, the major law enforcement tasks will include traffic control, cordoning off of stricken areas, providing security for vital installations, crowd and access control, and assisting in dissemination of warnings to the general public. These are in addition to the general task of maintaining law and order.
- During an emergency law enforcement action, uniformed law enforcement officers are best able to initially respond and restore order because individuals in the public and private sectors will usually follow instructions given by law enforcement personnel.
- During an evacuation resulting from an incident, large numbers of people could be traveling in private and public vehicles to reception centers. In order to have an orderly flow of traffic and proper parking at the reception center and shelters, there will be a need for traffic control personnel.
- The concentration of additional large numbers of people in congregate care facilities during a major relocation will necessitate additional police patrols to preserve orderly conduct.
- Additional law enforcement surveillance and patrol will be needed in evacuated areas to prevent looting and theft.
- Evacuation of an area may necessitate the moving of prisoners. This will result in the need for additional law enforcement personnel during movement of the prison population and possibly at the temporary detention center.
- Law enforcement personnel may be called upon to perform functions other than their normal duties and actions for which they may have not been trained, and other emergency personnel (such as firefighters or public works employees) may be called upon to assist in the performance of law enforcement activities under the direction of the ESF-13 Coordinator and officers on the scene. In these situations, every effort should be made to determine if there are personnel trained for a specific duty on hand before untrained personnel are allowed into possibly dangerous areas or the performance of possibly hazardous actions.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

### **Direction and Control**

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-13 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-13 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional law enforcement resource allocations are made at the EOC by the ESF-13 Coordinator. Kenton County Police Department is the lead agency for ESF-13 and will manage the emergency activities of ESF-13 / Law Enforcement And Security. The Kenton County Sheriff's Department and all city law enforcement agencies in Kenton County are additional primary agencies for ESF-13.

In accordance with a mission assignment from ESF-13 and further mission tasking by a local primary agency, each support organization assisting in an ESF-13 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-13.

The ESF-13 / Law Enforcement And Security system operates at two levels – the Emergency Operations Center and field operations. The ESF-13 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-13 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster on law enforcement services and capabilities.
- Evaluate, analyze and prioritize requests for assistance from ESF-13.
- Develop and update assessments of current and anticipated future law enforcement and security needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for law enforcement and security services.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide law enforcement and security services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of law enforcement and security in emergency and disaster situations.
- Maintain a record of law enforcement and security resources (location & type) and a running inventory at each facility.
- Coordinate damage assessments and inspections for law enforcement facilities and equipment.
- Coordinate restoration or replenishment of critical law enforcement services.

Law enforcement and security requests not fulfilled by the ESF-13 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

### Concept of Operations

#### General Information

The ESF-13 / Law Enforcement And Security Primary Agencies work with the EOC Management Team to ensure necessary law enforcement tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-13 activities as required by the size and demands of the event. The ESF-13 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-13 Coordinator has the responsibility for directing, controlling and coordinating all law enforcement services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines law enforcement requirements by establishing priorities and coordinating with adjoining counties in the joint use of law enforcement resources.

All requests for law enforcement services and resources will be routed to the ESF-13 / Law Enforcement and Security desk to determine appropriate action.

The priorities for allocation of resources by ESF-13 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for law enforcement and security services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-13 will utilize five fundamental, interrelated functions as illustrated in Figure 13-1: *ESF-13 / Law Enforcement And Security Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide law enforcement services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- 5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

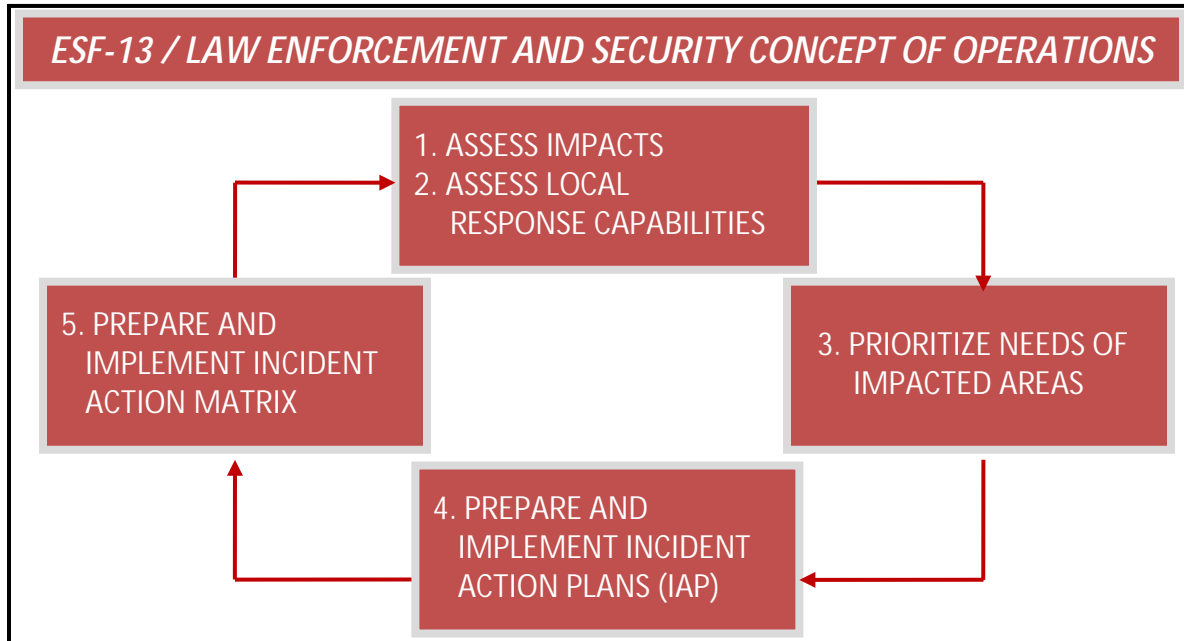


Figure 13-1: ESF-13 / Law Enforcement And Security Concept of Operations

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-13 / Law Enforcement And Security will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-13 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### Organization

ESF-13 / Law Enforcement And Security is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of law enforcement operations for Kenton County and it’s cities.

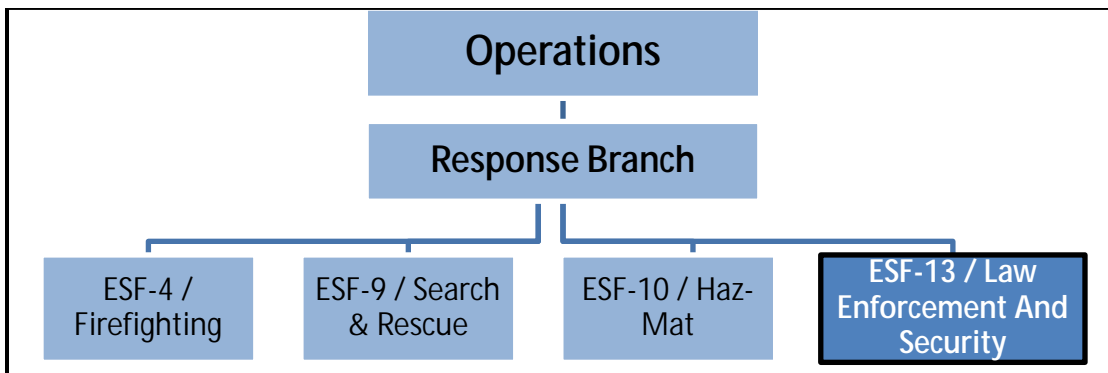


# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-13 / Law Enforcement And Security capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Law enforcement planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-13 / Law Enforcement And Security is located in the Response Branch of the Operations Section as shown in Figure 13-2.



**Figure 13-2: Incident Command System Structure For ESF-13 / Law Enforcement And Security**

The ESF-13 Coordinator will work with support agencies to seek, procure, plan, coordinate and direct the use of any required law enforcement assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Initial Response And Escalation**

The initial response to an emergency / disaster situation is met by the use of the law enforcement resources available at the local level. Requests for law enforcement assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

When the need for law enforcement resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide law enforcement resources are utilized.

When needed law enforcement resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for law enforcement and security services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-13 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for law enforcement and security coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

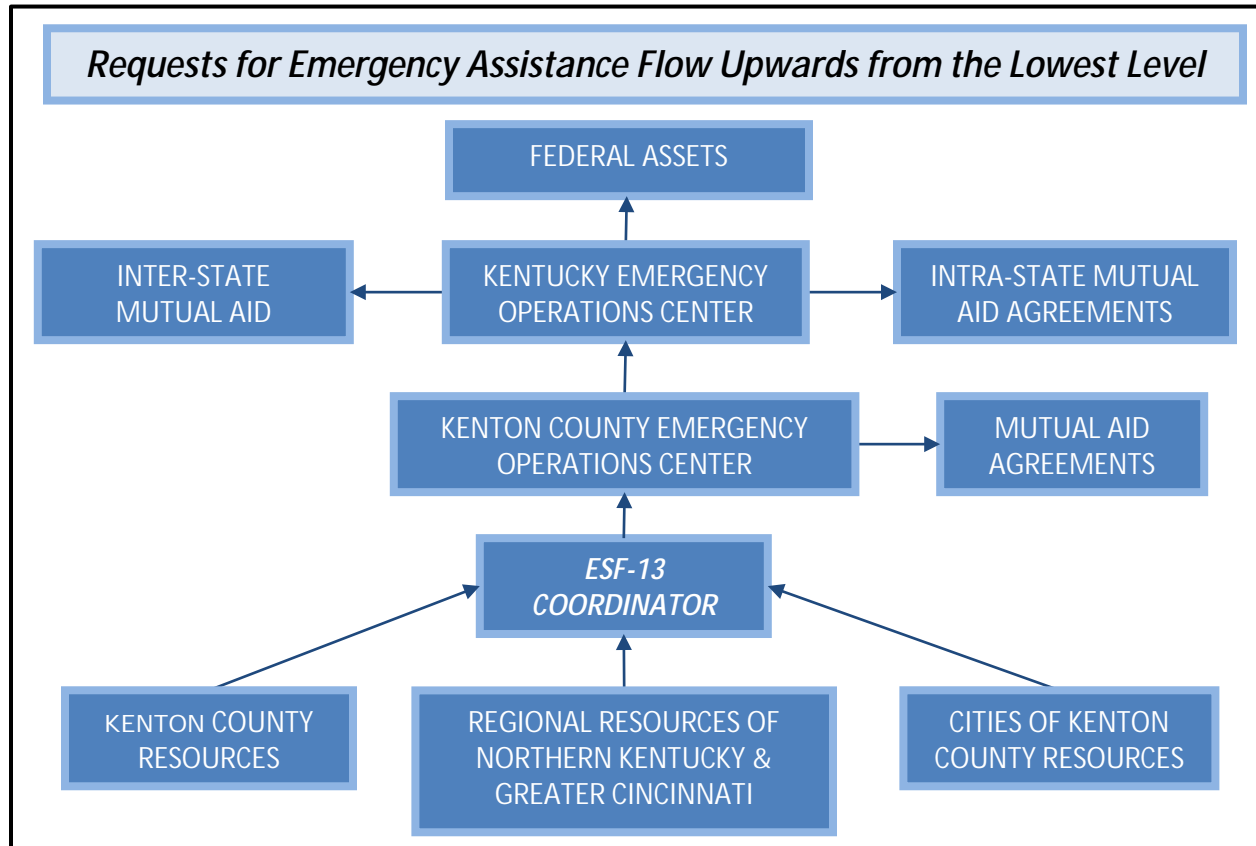
During an emergency or disaster event, ESF-13 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-13 evaluates and analyzes information regarding law enforcement requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 13-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY



**Figure 13-3: Progressive Requests for Emergency / Disaster Resources**



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

#### Phases Of Management

Actions initiated by ESF-13 / Law Enforcement And Security are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-13 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Law Enforcement services for all Kenton County emergency response agencies, including but not limited to:
  - Assessment of law enforcement and security needs and potential impacts
  - Traffic control
  - Site security and access control
  - Evacuation and re-entry support
  - Emergency responder security and safety
  - Mental health and crisis counseling for responders
  - Law enforcement public information and risk communication
  - Law enforcement management, command and control of assets
  - Law enforcement activities related to terrorist threats and / or events
  - Security for Logistical Staging Areas, Points of Dispensing, Shelters, etc.
  - Catastrophic incident and alternate law enforcement facility support
- Law Enforcement-related personnel, facilities, equipment and supplies.

#### **Preparedness Actions**

- Plan with ESF-13 support agencies and other emergency support functions to refine law enforcement operations, including:
  - Assessment of the vulnerability of law enforcement services to the effects of severe weather, flooding and other natural, technological and man-made hazards
  - Assessment of worst-case scenario damage to law enforcement services with emphasis on scenarios that will cause the loss of system functionality
  - Identify mission essential functions involving law enforcement and security services
  - Identify alternative systems and services that can serve as backup for law enforcement services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- Prepare and maintain the following items which are necessary for implementation of ESF-13 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical facilities
  - Administrative and financial procedures to properly document activities of ESF-13 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet law enforcement and security needs during disasters, and to restore critical law enforcement systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-13 / Law Enforcement And Security response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-13 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-13, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-13 training

#### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-13 position
- Monitor and direct law enforcement resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation or scheduled event
- Assess damages and disruptions of law enforcement and security systems and services to identify usability and reliability levels
- Establish and maintain law enforcement and security systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-13 requests
- Provide updates on the damage to law enforcement and security services, resource shortfalls, and potential impacts on accomplishing the ESF-13 mission





## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

- Participate in developing Incident Action Plans and Situation Reports concerning law enforcement and security services needs
- Participate in EOC briefings and attend other necessary meetings to report on law enforcement and security items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate movement of resources into the affected areas from designated staging areas as needed
- Coordinate with ESF-13's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

#### **Recovery Actions**

- Implement Disaster Assessment Teams to determine post-event effect on law enforcement and security services and resources, and the ability to perform continuity of operations for essential functions
- Provide law enforcement coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of law enforcement and security services
- Maintain documentation of all reported damage to law enforcement facilities and equipment
- Continue to provide law enforcement and security services support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

#### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

#### Responsibilities

##### **All Agencies Associated With ESF-13:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-13, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of ESF-13 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-13 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-13 activities as needed.
- Provide on-going status reports as requested by the ESF-13 Coordinator.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

##### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide law enforcement and security assistance to affected areas and populations as part of ESF-13. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor law enforcement and security services response and recovery efforts.
- Coordinate all mutual aid, State and Federal law enforcement resources into the affected areas utilizing designated Staging Areas.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-13 representatives.
- Make requests for assistance to the State ESF-13 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical law enforcement and security needs are addressed the quickest.
- Maintain a current inventory of law enforcement and security assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-13 function upon direction from the EOC Manager.

#### **Support Agencies:**

- Provide information and resources as requested by the ESF-13 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

#### **Administration and Support**

The ESF-13 / Law Enforcement And Security Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-13 planning committee with the Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Kenton County Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of law enforcement and security services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-13 / Law Enforcement And Security staffing directory (reviewed / updated quarterly).
- ESF-13 / Law Enforcement And Security notification lists (reviewed / updated quarterly).
- Major law enforcement and security equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each law enforcement and security organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Law enforcement and security organizations are responsible for training and continuing education of their own personnel.

#### **Expenditures and Recordkeeping**

Each ESF-13 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-13 is responsible for managing financial matters specific to ESF-13 / Law Enforcement And Security activity and related resources that are procured / used during an event, and forwarding that information to the Finance / Administration Section.



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY**

However, each local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-13 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-13 / Law Enforcement And Security will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-13 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

### Statement of Concurrence **ESF-13 / LAW ENFORCEMENT AND SECURITY**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF 13 PRIMARY AGENCIES:** Kenton County Police Department, Kenton County Sheriff’s Office, All City Law Enforcement Agencies in Kenton County

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Sheriff’s Office		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Covington Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Edgewood Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Elsmere Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Erlanger Police Department		

_____	_____	_____
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# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Fort Mitchell Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Fort Wright Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Independence Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Lakeside Park / Crestview Hills Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Ludlow Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Park Hills Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Taylor Mill Police Department

\_\_\_\_\_  
(Signature) (Printed Name) (Date)  
Villa Hills Police Department



# Kenton County, Kentucky

## Emergency Support Function 14 – Long-Term Recovery/Mitigation



### Kenton County Homeland Security Emergency Management

#### Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security  
Emergency Management

Director Steve Hensley

(Version: ESF14 059-01-2023)





**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION 14 – LONG TERM**  
**RECOVERY AND MITIGATION**

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN***  
***(Version 059-02-2023)***

***EMERGENCY SUPPORT FUNCTION 14 – LONG-TERM***  
***RECOVERY AND MITIGATION***

***Mission:*** *To coordinate and organize long-term recovery and mitigation resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

**ESF-14 COORDINATORS:**

ESF-14	Long-Term Recovery And Mitigation		
<b>Primary</b>	Assistant Kenton County Administrator	Scott	Gunning
<b>Alternate 1</b>	Kenton County Director - External Affairs	John	Stanton
<b>Alternate 2</b>	Assistant County Treasurer	Kurt	Grievenkamp

**Primary Agencies:**

- Kenton County Judge Executive And Mayors
- Kenton County And City Administrative Offices

**Secondary / Support Agencies:**

- Kenton County Homeland Security Emergency Management
- Kenton County Emergency Communications Center
- State / County / City Road And Public Works Agencies
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- American Red Cross
- Salvation Army
- VOAD And CERT Teams
- Duke Energy
- Owen Electric



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION**

### **Local Support / Resource Agencies:**

- All Law Enforcement Agencies In Kenton County and neighboring counties
- All Fire / EMS and Rescue Agencies In Kenton County and neighboring counties
- Kenton County Animal Services
- Kenton County Coroner's Office
- Kenton County Property Valuation
- Northern Kentucky Health Department
- Kenton County Sheriff's Office
- Kenton County Detention Center
- Kenton County Parks and Recreation Department
- Kenton County School Board
- Altafiber

### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management

### **Federal Support / Resource Agencies:**

- Federal Emergency Management Agencies

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Purpose

The Long-Term Recovery and Mitigation Emergency Support Function (ESF-14) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support long-term recovery and mitigation needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-14 / Long Term Recovery And Mitigation plan:

- Describes the organization and staffing for the provision of long-term recovery and mitigation services to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing long-term recovery and mitigation services in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of long-term recovery and mitigation services for emergency and disaster situations.

### Scope

The scope of ESF-14 / Long Term Recovery And Mitigation includes:

- Provision of long-term recovery and mitigation services during an emergency incident or event in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of the damage and disruption caused by the incident, and the necessary resources required to restore systems, services, facilities, etc.
- Coordination of information between local, state, and federal officials and suppliers about available long-term recovery and mitigation assistance.
- Provision of technical assistance concerning long-term recovery and mitigation services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned long-term recovery and mitigation responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-14 / Long Term Recovery And Mitigation activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION**

### **Situations and Assumptions**

Situations and assumptions involved in ESF-14 / Long Term Recovery And Mitigation planning include:

- Recovery from an incident involves actions and resources from the jurisdictions within Kenton County to return the situation to normal conditions, or as close to normal as possible.
- Long-term recovery is the community's effort to regain normal functions, including commerce, employment, and use of structures (buildings, bridges, roadways, etc.).
- Mitigation can be part of a recovery strategy, rebuilding in a way that reduces or eliminates the impact from a recurrence of the same type of incident, such as changes in building and zoning codes that prohibit construction on flood plains.
- If a catastrophic incident strikes Kenton County, affected jurisdictions will require assistance and support in recovering from the damage and destruction.
- In certain situations, the state will provide support to restore public property, critical services, and where applicable, assistance in the restoration of private property.
- Damage assessment teams will be required to collect information on the damage and impacts to many types of systems and services (governmental and non-governmental) following an incident. This information will provide the basis for further action by the Chief Elected Officials of Kenton County and its city governments.
- In most cases, recovery begins as damage is identified, assessed and classified as being in either the private or public sector.
- The extent of damages in dollars will determine what types and amounts of federal or state assistance may be available during the recovery phase.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-14 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-14 expectations.

All management decisions regarding County and / or regional long term recovery and mitigation resource allocation are made at the EOC by the ESF-14 Coordinator. Kenton County Fiscal Court and all city government agencies are the lead agencies for ESF-14 and will manage the emergency activities of ESF-14.

In accordance with a mission assignment from ESF-14 and further mission tasking by a local primary agency, each support organization assisting in an ESF-14 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-14.

The ESF-14 / Long Term Recovery And Mitigation system operates at two levels – the Emergency Operations Center and field operations. The ESF-14 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-14 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and potential impacts of an incident or major disaster related to long-term recovery and mitigation.
- Evaluate, analyze and prioritize requests for assistance from ESF-14.
- Develop and update assessments of current and anticipated future long-term recovery and mitigation needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide long term recovery and mitigation services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of emergency management



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION**

objectives of long term recovery and mitigation in emergency and disaster situations.

- Coordinate damage assessments and inspections for the overall incident.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for long term recovery and mitigation services.
- Maintain a record of long term recovery and mitigation resources (location & type) and a running inventory at each facility.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Concept of Operations

#### **General Information**

The ESF-14 / Long Term Recovery And Mitigation Primary Agencies work with the EOC Management Team to ensure necessary long-term recovery and mitigation tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-14 activities as required by the size and demands of the event. The ESF-14 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-14 Coordinator has the responsibility for directing, controlling and coordinating all long term recovery and mitigation services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines long term recovery and mitigation requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

All requests for long term recovery and mitigation services and resources will be routed to the ESF-14 / Long Term Recovery And Mitigation desk to determine appropriate action.

The priorities for allocation of resources by ESF-14 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for long term recovery and mitigation services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

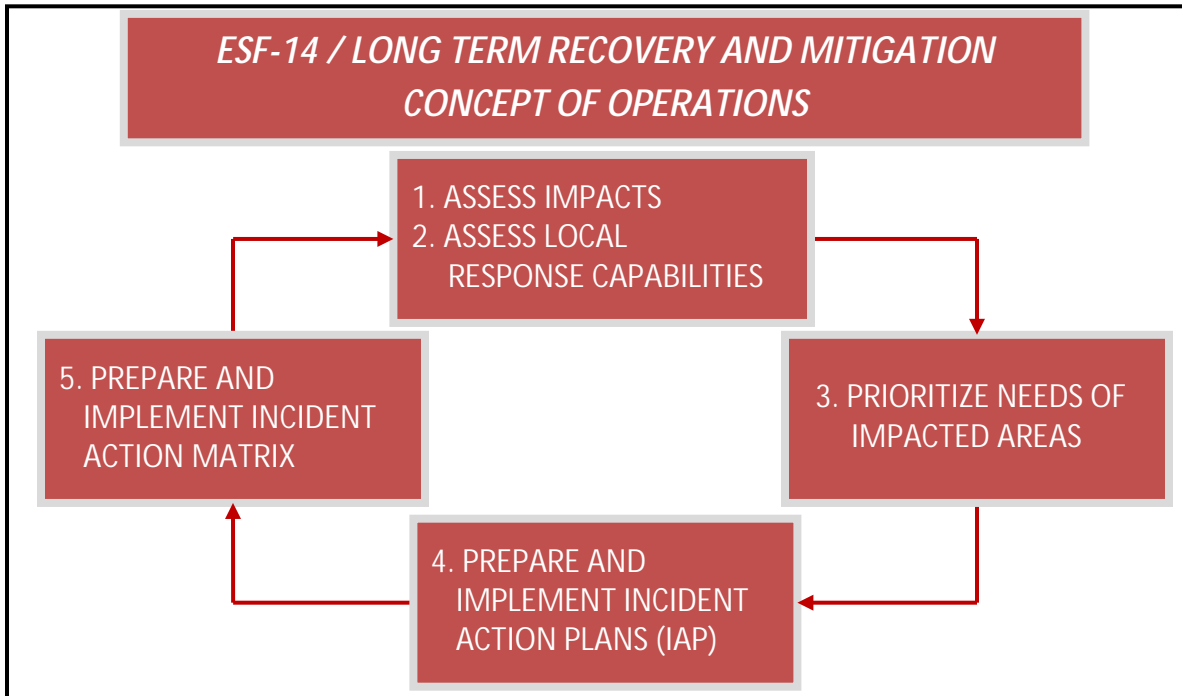
ESF-14 will utilize five fundamental, interrelated functions as illustrated in Figure 14-1: *ESF-14 / Long Term Recovery And Mitigation Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide long term recovery and mitigation services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.

# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.



**Figure 14-1: ESF-14 / Long Term Recovery and Mitigation Concept of Operations**

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-14 / Long-Term Recovery and Mitigation will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-14 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

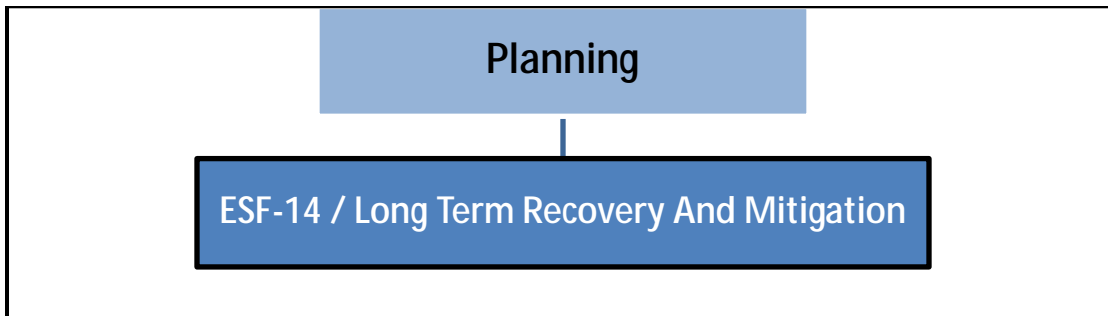
## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Organization

ESF-14 / Long-Term Recovery and Mitigation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of law enforcement operations for Kenton County and its cities.

The Emergency Operations Plan and corresponding Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-14 / Long-Term Recovery and Mitigation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Long term recovery and mitigation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-14 / Long-Term Recovery and Mitigation is located in the Planning Section as shown in Figure 14-2.



**Figure 14-2: Incident Command System Structure For ESF-14 / Long Term Recovery And Mitigation**

The ESF-14 Coordinator will work with support agencies to seek, procure, plan, coordinate and direct the use of any required long term recovery and / or mitigation assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### **Initial Response And Escalation**

The initial response to an emergency / disaster situation is met by the use of the long-term recovery and mitigation resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for long-term recovery and mitigation resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide long-term recovery and mitigation resources are utilized.

When needed long-term recovery and mitigation resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for long-term recovery and mitigation coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-14 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for long-term recovery and mitigation coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

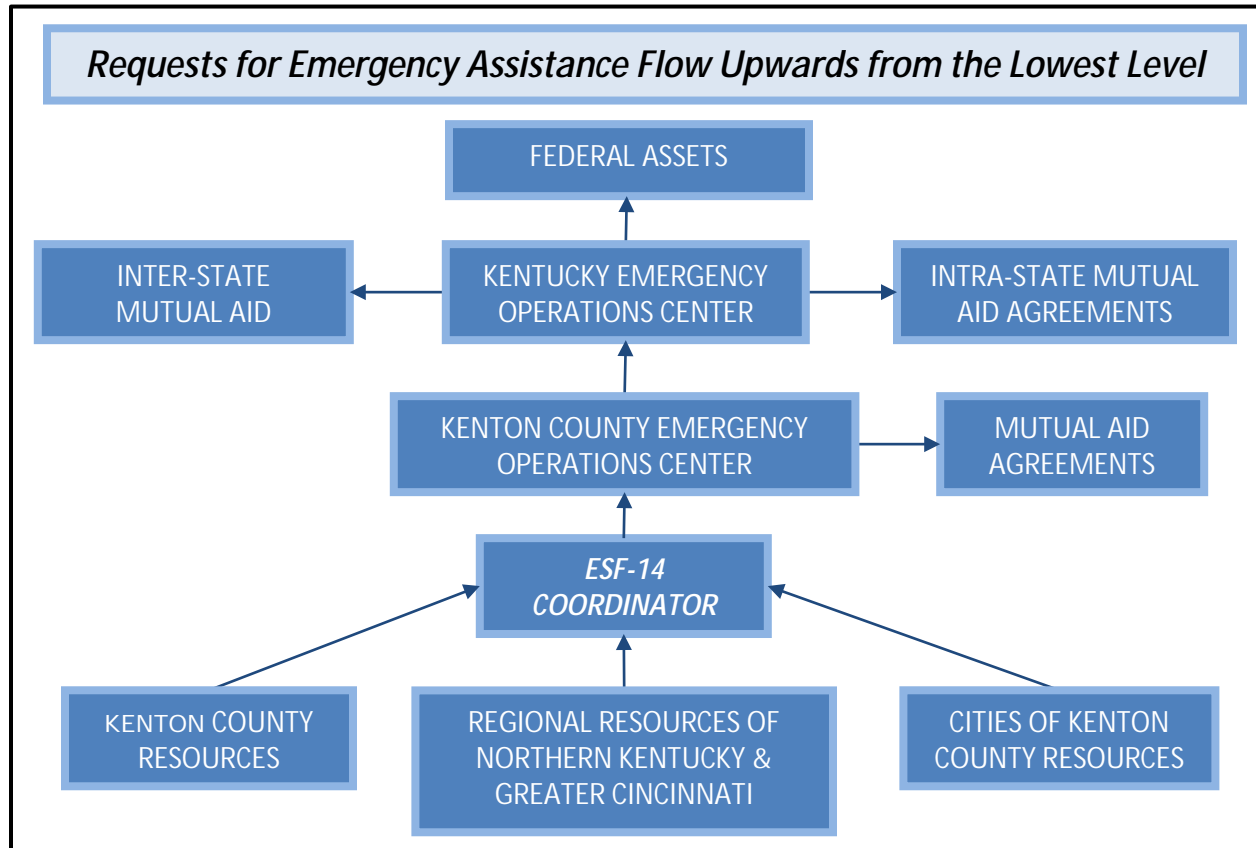
During an emergency or disaster event, ESF-14 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-14 evaluates and analyzes information regarding long-term recovery and mitigation requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 14-3: *Progressive Requests for Emergency / Disaster Resources*.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION



**Figure 14-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Phases Of Management

Actions initiated by ESF-14 / Long-Term Recovery and Mitigation are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-14 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Local government agency planning for long term recovery and mitigation activities
- Damage assessment activities

### **Preparedness Actions**

- Plan with ESF-14 support agencies and other emergency support functions to refine long term recovery, mitigation, and damage assessment operations
- Prepare and maintain the following items which are necessary for implementation of ESF-14 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Information on critical facilities
  - Administrative and financial procedures to properly document activities of ESF-14 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the long term recovery, mitigation, and damage assessment needs during disasters, and to restore critical systems that have been damaged
- Develop and refine procedures for damage and impact assessments to be used for long-term recovery and mitigation planning
- Develop and present training courses for EOC and ESF-14 / Long-Term Recovery and Mitigation response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-14 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-14, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-14 training



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-14 position. Kenton County Fiscal Court and all Kenton County City governments shall maintain direction and control of disaster response operations
- Monitor and direct resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Coordinate reports and data from Damage Assessment Teams and initiate the Damage Assessment Process
- Participate in developing Incident Action Plans and Situation Reports concerning long term recovery and mitigation needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to long term recovery and mitigation
- Coordinate with ESF-14's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Include recovery guidance in early media releases through ESF 15 / Public Information. Remember to encourage cash donations to appropriate organizations. Donations of clothing and other items should be discouraged unless there is a specific need identified and a VOAD or other private organization is willing to coordinate any donations.

### **Recovery Actions**

- Assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues
- Kenton County Fiscal Court and all Kenton County City governments must be prepared to continue recovery operations until all actions have been completed. Recovery operations may continue long after the emergency response workers have left the scene
- All local agencies applying for federal / state funds must insure that proper documentation and records are maintained throughout recovery operations
- Recovery procedures required following a disaster will vary greatly and the following plans and procedures may be needed:
  - Damage assessments by public and private sectors
  - Reassemble family or work units
  - Life, safety, and health protective measures for impacted citizens
  - Securing food, water, shelter, clothing, fuels, and transportation



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

- Record keeping for potential reimbursement
- Recovery of vital records, such as bank statements, licenses, contracts, accounting documents, payroll records
- Repair or replacement of damaged and / or hazardous facilities
- Access to funds for recovery assistance from state / federal agencies may require completion of additional documents and / or coordination of assistance
- Follow-up assessments will be conducted by state and federal representatives to verify unmet needs
- A Long Term Recovery Committee may need to be established to oversee long term recovery efforts. Kenton County HSEM may participate in but will not chair the Long Term Recovery Committee

### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to increase the ability to respond and affect long-term recovery and mitigation strategies in Kenton County to reduce the impact of future disasters



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Responsibilities

#### **All Agencies Associated With ESF-14:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF 14, in the overall functioning of the Kenton County EOC and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the esf-14 role and actions after each drill, exercise and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-14 in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC to assist with ESF-14 activities as needed.
- Provide on-going status reports as requested by the ESF-14 Coordinator.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide long term recovery and mitigation services to affected areas and populations as part of ESF-14. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor long term recovery and mitigation services during response and recovery efforts.
- Coordinate all mutual aid, State and Federal long term recovery and mitigation resources into the affected areas utilizing designated Staging Areas.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-14 representatives.
- Provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the State EOC for resource requests.
- Continually assess priorities and strategies throughout the emergency so that the most critical long term recovery and mitigation needs are addressed the quickest.
- Maintain a current inventory of assets from participating agencies, including their location and condition.
- Manage and coordinate spontaneous volunteers in conjunction with the EOC.
- Coordinate private non-profit recovery efforts.
- Coordinate with government agency clerks and other appropriate agencies for recovery of vital government records.
- Coordinate with other ESF Coordinators for countywide surveillance of potential problems related to public water supplies, sewage disposal systems, solid waste accumulation and disposal, food storage, disease carrying animals and insects, and natural gas leaks.
- Collect and process information received from Damage Assessment Teams and predictive models, analyze this information, and share with the Planning section.
- Coordinate the development and implementation of preparedness activities as outlined in the Plan.
- Coordinate with ESF 7 / Resource Support to ensure that all available resources are logged and requests for resources are filled.
- Demobilize resources and deactivate the ESF-14 function upon direction from the EOC Manager.

### **Support Agencies:**

- Provide information and resources as requested by the ESF-14 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.
- Develop Recovery Plans and Procedures
- Support Agencies will:
  - Ensure ESF 14 representatives are properly trained and exercised on the plans and procedures relating to their work
  - Provide Damage Assessments
  - Assess capabilities to conduct normal business and resources needed to return to normal business





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION**

- Begin recovery of Vital and Important Records needed to conduct normal business
- Begin reconstruction and long-term repairs with available funds
- Manage and coordinate spontaneous volunteers in coordination with other agencies



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

### Administration and Support

The ESF-14 / Long-Term Recovery and Mitigation Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by the Kenton County HSEM. They are reviewed and updated by the ESF-14 planning committee with the Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of long-term recovery, mitigation, and damage assessment services in Kenton County including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-14 / Long-Term Recovery and Mitigation staffing directory (reviewed / updated quarterly).
- ESF-14 / Long-Term Recovery and Mitigation notification lists (reviewed / updated quarterly).
- Major long-term recovery and mitigation equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each long-term recovery and mitigation organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County HSEM.

Long-term recovery and mitigation organizations are responsible for training and continuing education of their personnel.

#### **Expenditures and Recordkeeping**

Each ESF-14 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-14 is responsible for managing financial matters specific to ESF-14 / Long-Term Recovery and Mitigation activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each



## KENTON COUNTY EMERGENCY OPERATIONS PLAN

### **EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION**

local government / agency / department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursments that were not directly designated by ESF-14 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-14 / Long-Term Recovery and Mitigation will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

#### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-14 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION 14 – LONG TERM**  
**RECOVERY AND MITIGATION**

**Statement of Concurrence ESF-14 / LONG TERM RECOVERY AND MITIGATION**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF 14 PRIMARY AGENCIES:** Kenton County Judge Executive And Mayors: Kenton County And City Administrative Offices

(Signature)	(Printed Name)	(Date)
Kenton County Judge Executive		

(Signature)	(Printed Name)	(Date)
Mayor of Bromley		

(Signature)	(Printed Name)	(Date)
Mayor of Covington		

(Signature)	(Printed Name)	(Date)
Mayor of Crescent Springs		

(Signature)	(Printed Name)	(Date)
Mayor of Crestview Hills		

(Signature)	(Printed Name)	(Date)
Mayor of Edgewood		



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION 14 – LONG TERM**  
**RECOVERY AND MITIGATION**

(Signature)	(Printed Name)	(Date)
Mayor of Elsmere		

(Signature)	(Printed Name)	(Date)
Mayor of Erlanger		

(Signature)	(Printed Name)	(Date)
Mayor of Fort Mitchell		

(Signature)	(Printed Name)	(Date)
Mayor of Fort Wright		

(Signature)	(Printed Name)	(Date)
Mayor of Independence		

(Signature)	(Printed Name)	(Date)
Mayor of Kenton Vale		

(Signature)	(Printed Name)	(Date)
Mayor of Lakeside Park		

(Signature)	(Printed Name)	(Date)
Mayor of Ludlow		



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

\_\_\_\_\_  
(Signature)  
Mayor of Park Hills

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Ryland Heights

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Taylor Mill

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Villa Hills

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Walton

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON  
COUNTY**  
HOMELAND SECURITY  
EMERGENCY MANAGEMENT

# **Kenton County, Kentucky**

## **Emergency Support Function 15 – Public Information**



### **Kenton County Homeland Security Emergency Management**

**Authority**

**Kenton County Fiscal Court**

Judge Executive Kris Knochermann

**Kenton County Homeland Security  
Emergency Management**

Director Steve Hensley

(Version: ESF15 059-01-2023)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION**

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN***  
***(Version 059-02-2023)***

***EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION***

***Mission:*** *To coordinate and organize public information resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

**ESF-15 COORDINATORS:**

ESF-15	Public Information		
<b>Primary</b>	KC IT Services - Digital Communications	Sara	Sgantas
<b>Alternate 1</b>	Kenton County PD - Police Chief	Spike	Jones
<b>Alternate 2</b>	Kenton County Commonwealths Attorney	Rob	Sanders

**Primary Agencies:**

- Kenton County Judge Executive And Mayors
- Kenton County And City Administrative Offices
- Kenton County Homeland Security Emergency Management

**Secondary / Support Agencies:**

- State / County / City Road And Public Works Agencies
- All Law Enforcement Agencies In Kenton County
- All Fire / EMS and Rescue Agencies In Kenton County
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- Local Media

**Local Support / Resource Agencies:**

- Kenton County Animal Services
- Kenton County Detention Center
- Kenton County Parks and Recreation Department
- Kenton County Fire Chiefs Association
- Kenton County Emergency Communications Center
- American Red Cross (Cincinnati branch)





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- Altafiber
- Northern Kentucky Independent Health District.

### **State Support / Resource Agencies:**

- Kentucky Division of Emergency Management
- Kentucky National Guard
- Kentucky Public Service Commission

### **Federal Support / Resource Agencies:**

- Federal Emergency Management Agency

*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand / collapse as needed during an incident.)*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Purpose

The Public Information Emergency Support Function (ESF-15) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support public information needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-15 / Public Information plan:

- Describes the organization and staffing for the provision of public information services and support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing public information in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of public information for emergency and disaster situations.

### Scope

The scope of ESF-15 / Public Information includes:

- Provision of public information services during an emergency incident or event in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to the public information systems and determining the necessary resources required to restore systems, services, facilities, etc.
- Coordination of information between local, state, and federal officials and suppliers about available public information assistance.
- Provision of technical assistance concerning public information services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned public information responsibilities as described in the Kenton County EOP.

*NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-15 / Public Information activities have existing emergency plans and procedures which this plan is designed to complement and support.*



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Situations and Assumptions

Situations and assumptions involved in ESF-15 / Public Information planning include:

- The Chief Elected Official(s) will appoint a PIO, and the ESF-15 Coordinator may or may not be the one appointed to that position.
- A natural or manmade incident has occurred and public perception is such that people believe they have been placed in danger by the incident.
- Emergency public information actions will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
- Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.
- If a catastrophic incident strikes Kenton County, affected jurisdictions shall require assistance and support in providing public information emergency services.
- The Emergency Alert System (EAS) and / or the CodeRED system are activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.
- The PIO will coordinate the dissemination of all official public information from county, local and private emergency services and disaster response agencies providing support during the incident.
- Responding agencies will provide instructions / information to the public about the incident and actions people should take to save and protect life, property, the economy and the environment and provide information to reduce public concerns about the incident and response / recovery activities.
- The PIO has established close working relationships with the news media for the dissemination of emergency public information.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-15 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional public information resource allocation are made at the EOC by the ESF-15 Coordinator. Kenton County Fiscal Court, all city government agencies, and Kenton County HSEM are the lead agencies for ESF-15 and will manage the emergency activities of ESF-15.

The County Public Information Officer (PIO) will be the spokesperson for all agencies when the EOC is activated and when a Joint Information Center (JIC) has been activated. The function of the Joint Information Center (JIC) is to coordinate information before its release to the public and the news media, and to release information with only one voice. All jurisdictions, all agencies and departments will participate in drafting media releases, but only one release will be issued.

In accordance with a mission assignment from ESF-15 and further mission tasking by a local primary agency, each support organization assisting in an ESF-15 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-15.

The ESF-15 system operates at two levels – the Emergency Operations Center and field operations. The ESF-15 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-15 Coordinator will:

- Collect, analyze and disseminate information to the news media and public on the nature and scope of current and potential impacts of an incident or major disaster.
- Evaluate, analyze and prioritize requests for assistance from ESF-15.
- Develop and update assessments of current and anticipated future public information needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## **EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION**

- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide public information services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of public information in emergency and disaster situations.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts.
- Monitor for inaccurate or misleading information being disseminated by media and provide corrected information to the public.
- Approve emergency information for publication, including determining appropriate vehicles / formats for all communications, releases, advisory bulletins and interviews.
- Coordinate and disseminate public information regarding needed donations and volunteer services.
- Coordinate the creation of bulletins and handouts for the public.
- Maintain a record of public information resources (location & type) and a running inventory at each facility.
- Coordinate damage assessments and inspections for public information facilities and equipment.
- Coordinate restoration or replenishment of critical public information resources.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Concept of Operations

#### **General Information**

The ESF-15 Primary Agencies work with the EOC Management Team to ensure necessary public information tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-15 activities as required by the size and demands of the event. The ESF-15 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-15 Coordinator has the responsibility for directing, controlling and coordinating all public information services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines public information requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

All requests for public information services and resources will be routed to the ESF-15 / Public Information desk to determine appropriate action.

The priorities for allocation of resources by ESF-15 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public information services during disaster response activities provide guidelines for operations at the EOC, JIC, and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

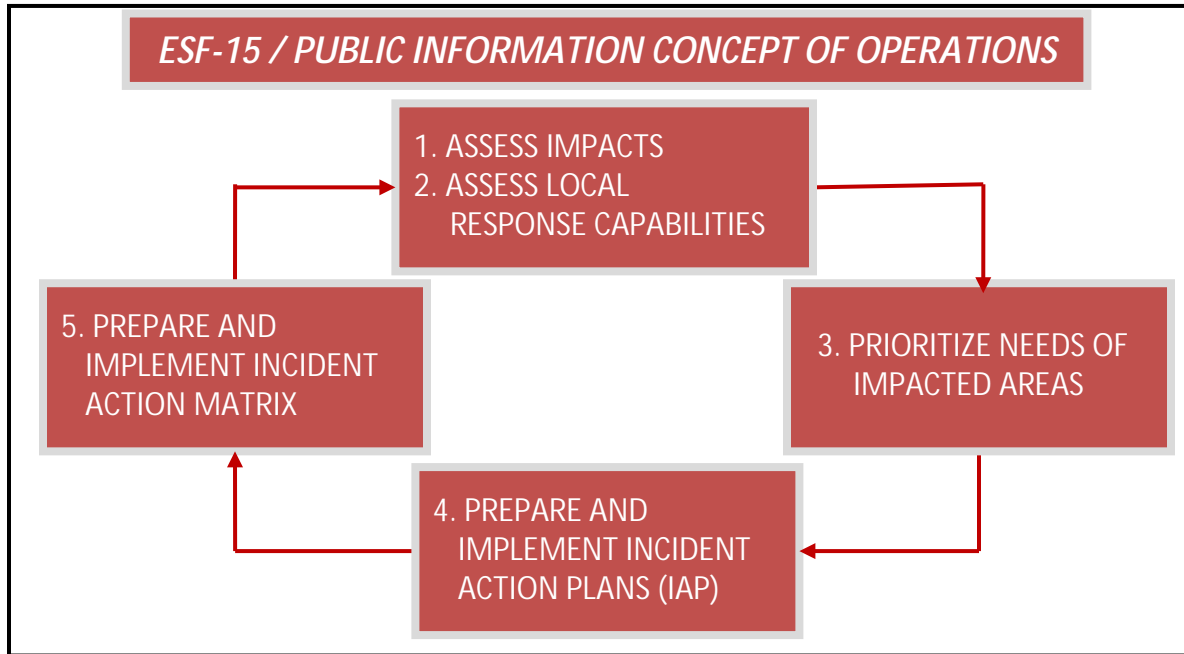
ESF-15 will utilize five fundamental, interrelated functions as illustrated in Figure 15-1: *ESF-15 / Public Information Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide public information services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.

# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.



**Figure 15-1: ESF-15 / Public Information Concept of Operations**

### Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-15 / Public Information will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-15 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

The following information concerning a major incident will be verified for accuracy and provided to the media as soon as possible:

- Nature, location, and time of incident
- Number of people involved
- Safety instructions



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

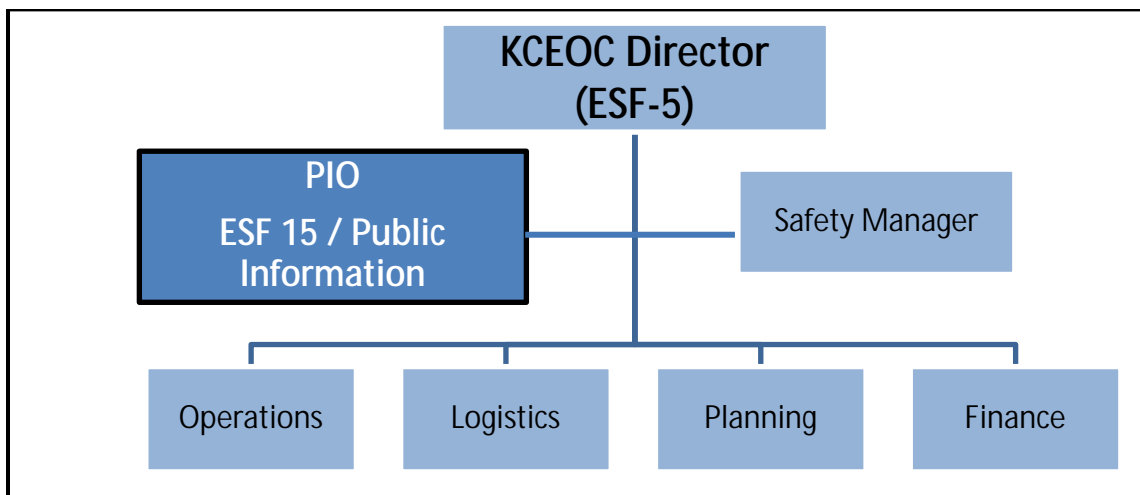
- Agencies involved in response, including the scope of agency involvement and activity
- Potential immediate and long term hazards and impacts, including environmental and economic impacts
- Extent of estimated public and private damages (when known)
- How / where to get assistance
- How the public may volunteer and provide assistance

### Organization

ESF-15 / Public Information is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of public information support operations for Kenton County and it's cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-15 / Public Information capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Public information planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-15 / Public Information is located in the Command Staff of the EOC Director as shown in Figure 15-2.



**Figure 15-2: Incident Command System Structure For ESF-15 / Public Information**

The ESF-15 Coordinator will work with support agencies to seek, procure, plan, coordinate and direct the use of any required public information assets. If the Coordinator





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC uses “WebEOC” (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based Emergency Operations Centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Initial Response And Escalation**

The initial response to an emergency / disaster situation is met by the use of the public information resources available at the local level. Requests for public information assistance will be resolved at the lowest level direction and control facility with appropriate resources and / or capabilities.

When the need for public information resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide public information resources are utilized.

When the needed resources cannot be located through mutual aid agreements, the Kenton County EOC requests resources through the State Emergency Operations Center. The State Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for public information coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-15 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for public information coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC. This may include the establishment of regional Joint Information Centers (JIC's)

During an emergency or disaster event, ESF-15 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-15 evaluates and analyzes information regarding public information requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and

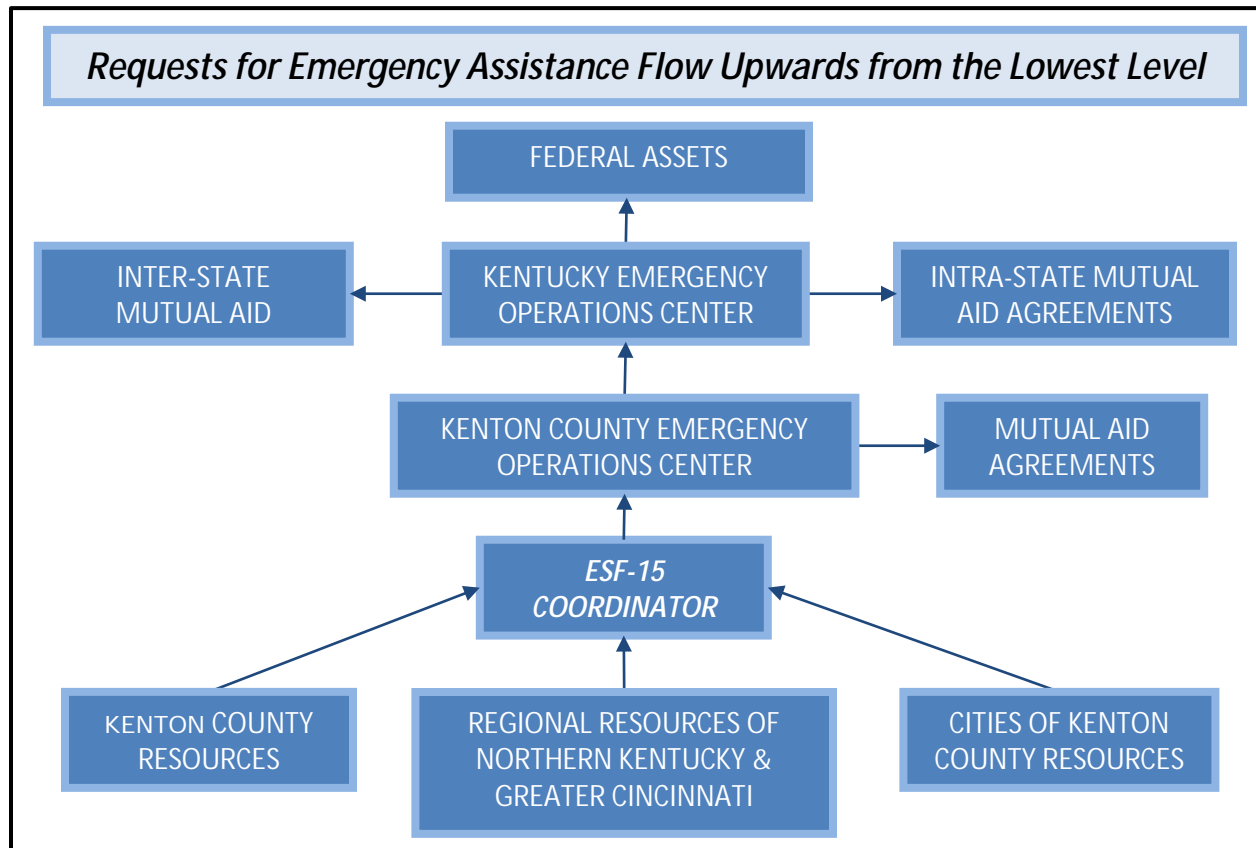


# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

Unresolved assistance requests will normally flow upward from cities to the County and / or field deployed command posts to responsible representatives in the State Emergency Operations Center, and if necessary, to other states or the federal government for assistance support as shown in Figure 15-3: *Progressive Requests for Emergency / Disaster Resources*.



**Figure 15-3: Progressive Requests for Emergency / Disaster Resources**



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Phases Of Management

Actions initiated by ESF-15 / Public Information are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-15 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Local government agency public information resources and activities

#### **Preparedness Actions**

- Plan with ESF-15 support agencies and other emergency support functions to refine public information operations
- Prepare and maintain the following items which are necessary for implementation of ESF-15 operations and procedures:
  - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
  - Resource inventories, personnel rosters, and mobilization information
  - Administrative and financial procedures to properly document activities of ESF-15 during activations
  - Contracts and Mutual Aid Agreements that are needed to meet the public information needs during disasters, and to restore critical public information systems that have been damaged
- Identify vulnerable areas for each hazard as described in the All Hazards Mitigation Plan
- Coordinate with local media on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Public Information Officer under the Incident Command System
- Develop and present training courses for EOC and ESF-15 / Public Information response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties to include:
  - Roles and duties of the PIO
  - Legal issues
  - Risk communication
  - Communication in emergencies
  - Joint Information Centers
- Assign, train and schedule sufficient personnel to conduct ESF-15 tasks for an extended period of time



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- Conduct All Hazards exercises involving ESF-15, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-15 training, including how the intelligence can be effectively used in communications with news media on potential consequences of hazards on people, buildings and infrastructure
- Coordinate with the Kentucky Division of Emergency Management regarding the application and use of multimedia public information strategies, techniques and monitoring efforts
- Assist in the dissemination of written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases and media events to encourage preparedness activities and raise awareness of personal responsibility to minimize the loss of life and property during a disaster

### **Response Actions**

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-15 position
- Establish and maintain a public information system to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Notify the media of disaster impacts, protective measures and other topics that will facilitate and expedite response and recovery, and address public information needs
- Prepare informational releases and provide updates to the news media about disaster conditions and actions taken in response to those conditions, primarily information and instructions provided for the survival, health and safety of the citizens in the impacted area
- Establish and staff a Joint Information Center when needed
- Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings
- Manage phone calls, emails, social media inquiries, etc. from individuals attempting to contact the Kenton County EOC for information
- Release non-emergency public notices when requested by participating government and volunteer agencies
- Provide public information concerning what types of volunteer service are required and resources / services available to assist the public
- Coordinate with ESF-15's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- A rumor control section may need to be established by ESF 15 to answer inquiries from the public and to act as a media monitoring group to ensure the media is accurately relaying the information
- All available means to disseminate emergency public information will be used when and if necessary, including:
  - broadcast media
  - official internet websites and social media sites
  - mobile public address systems and / or door to door notification
  - email lists
  - telephone and facsimile
  - print media
  - amateur radio
  - weather / tone alert radios via NWS / NOAA
  - 1650 AM emergency alert radio

### **Recovery Actions**

- Coordinate with ESF 5 / Emergency Management in assessing disaster recovery issues, priorities, problems and other factors that need to be shared with the news media, including questions on damage assessment findings, disaster response performance and other potentially sensitive issues
- Coordinate with ESF 6 / Mass Care to provide information on the status of shelters, location of mass feeding and / or supply distribution sites, and comfort stations
- Maintain a log of ESF-15 activities and events, including records of all information releases for documentation after the event
- Continue to provide informational releases concerning disaster assistance information, descriptions of recovery efforts, current problems and actions being taken to alleviate them, and available public assistance programs

### **Mitigation Actions**

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Coordinate with All Hazard Mitigation Project Staff and other mitigation officials in developing and disseminating messages to the media on the role of mitigation in reducing future disaster losses, mitigation success stories in Kenton County, any other mitigation issues that need to be publicly released



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Responsibilities

#### **All Agencies Associated With ESF-15:**

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF 15, in the overall functioning of the Kenton County EOC, and detail the accomplishment of their assigned functions.
- Train staff in the standard operating procedures, guidelines, and / or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation.
- Participate in drills to exercise these procedures and actions on a regular basis.
- Participate in honest appraisals of the performance of the ESF-15 role and actions after each drill, exercise, and actual activation of the Kenton County EOC.
- Participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of ESF-15 in the overall functioning of the Kenton County EOC, and incorporate these into clearly written procedures which are shared with all staff and involved agencies.
- Deploy a representative to the EOC and / or JIC to assist with ESF-15 activities as needed.
- Provide on-going status reports as requested by the ESF-15 Coordinator.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

#### **Primary Agencies:**

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public information services to affected areas and populations as part of ESF-15. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources. This may require the establishment of a Joint Information Center.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Coordinate with support agencies in the preparation of consistent and accurate messages and the dissemination of messages through timely briefings and news conferences.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- Manage emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-15 representatives.
- Provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for public information resource requests.
- Continually assess priorities and strategies throughout the emergency so that the most critical public information needs are addressed the quickest.
- Maintain a contact list of media and ESF-15 staff in the EOC and / or JIC.
- Coordinate with ESF 7 / Resource Support to ensure that all available resources are logged and requests for resources are filled.
- Demobilize resources and deactivate the ESF-15 function upon direction from the EOC Manager.

### **Support Agencies:**

- Provide information and resources as requested by the ESF-15 Coordinator, to include resource status and capability reports. This may include assigning staff to the Kenton County EOC and / or JIC when requested.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.
- Participate in Joint Information Center operations as needed so that no individual agencies are communicating information on their own. All information releases are to be coordinated through ESF-15.



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

### Administration and Support

The ESF-15 / Public Information Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by the Kenton County HSEM. They are reviewed and updated by the ESF-15 planning committee with Kenton County HSEM at least annually.

Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of public information services and resources available to Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-15 / Public Information staffing directory (reviewed / updated quarterly).
- ESF-15 / Public Information notification lists (reviewed / updated quarterly).
- Major public information equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public information organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County HSEM.

Public information organizations are responsible for training and continuing education of their personnel.

#### **Expenditures and Recordkeeping**

Each ESF-15 / Public Information agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-15 is responsible for managing financial matters specific to ESF-15 / Public Information activity and related resources that are procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local government / agency / department must also track and record its own expenditures to





# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

ensure accuracy with any submissions for potential reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-15 may be denied.

The Finance / Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-15 / Public Information will be documented by those entities and submitted directly to the Finance / Administration Section as soon as possible.

### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency / incident / exercise with the ESF-15 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



**KENTON COUNTY EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION**

**Statement of Concurrence ESF-15 / PUBLIC INFORMATION**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

**ESF 15 PRIMARY AGENCIES:** Kenton County Judge Executive And Mayors: Kenton County And City Administrative Offices; Kenton County Homeland Security Emergency Management Agency

(Signature)	(Printed Name)	(Date)
Kenton County Judge Executive		

(Signature)	(Printed Name)	(Date)
Mayor of Bromley		

(Signature)	(Printed Name)	(Date)
Mayor of Covington		

(Signature)	(Printed Name)	(Date)
Mayor of Crescent Springs		

(Signature)	(Printed Name)	(Date)
Mayor of Crestview Hills		

(Signature)	(Printed Name)	(Date)
Mayor of Edgewood		



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## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

\_\_\_\_\_  
(Signature)  
Mayor of Elsmere

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Erlanger

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Fort Mitchell

\_\_\_\_\_  
(Printed Name)

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(Date)

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(Signature)  
Mayor of Fort Wright

\_\_\_\_\_  
(Printed Name)

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(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Independence

\_\_\_\_\_  
(Printed Name)

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(Date)

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(Signature)  
Mayor of Kenton Vale

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Lakeside Park

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Ludlow

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)



# KENTON COUNTY EMERGENCY OPERATIONS PLAN

## EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

\_\_\_\_\_  
(Signature)  
Mayor of Park Hills

\_\_\_\_\_  
(Printed Name)

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(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Ryland Heights

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Taylor Mill

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Villa Hills

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Mayor of Walton

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Director, Kenton County Homeland Security Emergency Management

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)